NFC
Procedures

National Finance Center
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Special Payroll Processing System (SPPS 1.0 Web-Based Version)

TITLE I
Payroll/Personnel Processing Manual

CHAPTER 8
Manual Processing

SECTION 3
Special Payroll Processing System (SPPS 1.0 Web-Based Version)

PC Products

Optical Storage

CD-ROM

User Documentation For Systems And Processes

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PC Products
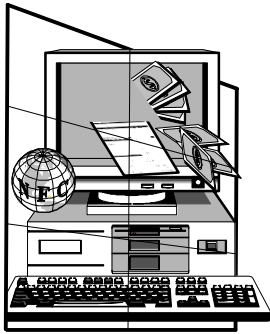
Special Payroll
Processing System
SPPS 1.0

National Finance Center
Office of the Chief Financial Officer
U.S. Department of Agriculture

IMPORTANT INFORMATION !

This publication is an illustrated version of SPPS 1.0 **online help**. Since the user can access and print online help directly from the application, online help is considered the primary source for information about SPPS 1.0.

When you print online help directly from the application, the format is different from this illustrated version; however, the text is the same. Therefore, NFC provides the illustrated version only upon customer request.

For information about this publication, please contact the Payroll/Personnel Publications And Communications Branch (PPCB). Instructions for contacting PPCB and other support sources are provided in the **About This Procedure** section of this publication.

Table Of Contents

About This Procedure

This procedure provides instructions for accessing and operating the Special Payroll Processing System (SPPS 1.0). The following information will help you use the procedure more effectively and locate further assistance if needed.

How The Procedure Is Organized

The major sections of this procedure are described below:

SPPS 1.0 Overview presents an overview of SPPS 1.0, including security access information and instructions for accessing the system. It also provides basic operational information including how to get help using SPPS 1.0.

Using SPPS 1.0 provides step-by-step instructions for the processes performed in SPPS 1.0.

Requesting SPPS 1.0 Reports provides step-by-step instructions for requesting reports related to each transaction.

Viewing Interest Information contains interest rate and date information provided by the Internal Revenue Services (IRS). This information is used to calculate payment and adjustment transactions processed in SPPS 1.0.

Field Descriptions And Instructions contains descriptions/instructions for the fields on SPPS 1.0 windows and pop-ups.

Reference Tables includes information for understanding values used to complete the fields on SPPS 1.0 windows and pop-ups.

Heading Index provides an alphabetical list of all headings in the procedure. When a heading is referenced, you can use this index to locate the page number.

This procedure and all related changes are listed in the NFC Publications Catalog available online from the NFC Web site (http://www.nfc.usda.gov) home page. Users can choose to view and/or print this publication from the list provided in the Publications Catalog.

What Conventions Are Used

This procedure uses the following visual aids to identify certain kinds of information:

Convention	Example
Messages displayed by the system are printed in *italics*. **Note:** Messages in SPPS 1.0 appear as message pop-ups.	The pop-up message *Accounting line has been deleted to keep the line click the CLOSE button. To confirm the delete click the SAVE button* is displayed.
Important extra information is identified by a bold note, warning, caution, or reminder prefix followed by statement.	**Note:** Options shown in gray are not available for use and do not respond to selection.
Figure references link figures with the text. These references are printed in bold sans serif font.	The SPPS 1.0 Login pop-up (**Figure 4**) is displayed.
References to headings in the procedure are printed in the same font as figure references. **Note:** When a heading is referenced in the procedure, you can use the Heading Index to locate the page number.	To obtain information on help text and windows display, see **Using Online Help.**
References to menu options are printed in **bold italics**.	To view SPPS 1.0 status and suspense reports select: ***Reports.***
References to command buttons or keyboard keys are printed in bold and enclosed in brackets.	To return to the previous window, click **[Close].**
Field names are printed in the margin.	**SSN** Type the employee's 9-digit SSN. Only type the nine numeric digits. Do not type dashes or hyphens.

Who To Contact For Help

For questions about NFC processing, contact the Payroll Operations Branch at **504-255-4630.**

For access to SPPS 1.0, contact your agency's ADP security officer.

For questions about this procedure, contact the Payroll/Personnel Publications and Communications Branch at **504-255-5322** .

SPPS 1.0 Overview

This section presents the following topics:

About SPPS 1.0

Related Systems

Agency/NFC Responsibilities

Access And Security

About SPPS 1.0

The Special Payroll Processing System is designed, developed, and maintained by the National Finance Center (NFC) for personal computers (PC's) running on either Internet Explorer 6.0 (or higher) or Netscape Navigator 6.23 (or higher). SPPS Version 1.0 is a Web-based payroll/personnel database entry, correction, inquiry, and retrieval application of NFC.

Requests for action processed in SPPS 1.0 can include manual payments, collections, adjustments, credits, and other transactions not processed through the automated Payroll/Personnel System (PPS) database. Payments and adjustments processed in SPPS 1.0 by agency users relate to the following:

- Cash awards/special bonuses

- Settlement back payment (settlement backpay) cases

- Credit hours

- Annual/restored leave

- Compensatory time (comp time)

- Miscellaneous payments and adjustments

  - Administratively uncontrollable overtime (AUO)

  - Allowances

  - Bonuses

  - Cost of living

  - Credits

  - Differentials

  - Health subsidies

  - Life cycle accounts

  - New York City commutation stipends (For Agency AJ, Comptroller of the Currency, use only)

  - Student loan repayments

- Travel incentive awards

- Electronic submissions of other manual payments and adjustments for NFC to process

Certain types of payment and adjustment transactions require submission of Form AD-343, Payroll Action Request, to NFC for processing. Following are transactions that require submission of Form AD-343 for processing at NFC. The reason for the request for action must be included on the form.

- Bureau of Employee's Compensation (BEC) cases for leave buy back

- Payments requiring backup, such as leave buy back cases, prior to conversion data

- Reimbursable agreements with an attached list of employees

- Terminated employees who are currently in the NFC's Payroll/Personnel System database and a previous agency's payroll/personnel system

The following transactions requires submission of Form AD-343 to NFC for administrative billing and collection purposes because they cannot be entered in the automated system.

- Child support

- Commercial garnishments

- Levies

- Military deposits

- Travel debts

SPPS 1.0 is used to:

- Initiate a request for manual payment and/or adjustment action.

- Establish and maintain manual payment and adjustment transactions on the SPPS 1.0 data base.

- Establish and maintain manual payment and adjustment transactions for separated employees as long as a record exists on the Information/Research Inquiry System (IRIS) Program IR200, Transaction History Menu.

- Access an employee record by a transaction code or social security number (SSN) from listings on the SPPS 1.0 database. Information is selected based on the transaction processed, SSN, agency and personnel office identifier (POI), status and/or user identification (user ID). Windows/pop-ups and dialog boxes display data pertinent to each transaction (e.g., SSN, contact person, etc.).

- Include extensive instructions and remarks for the transaction being processed.

- Calculate gross to net amount payments and adjustments. Information may be viewed to identify deductions that are applicable to the transaction and the accounting code used to charge agencies for processing the transaction.

- Copy stored accounting appropriation codes. The information is used to charge an agency for processing requests for action.

- Release a transaction to NFC for processing after data has been entered in SPPS 1.0, but before it is processed.

> **Note:** After a record is released to NFC for processing, only NFC can process future payments and adjustments to the record.

- View the user IDs of the individuals who established and/or adjusted the last transactions in the record. The dates and times of the last entry and adjustment are also included.

- View and print reports by request (at the beginning of each pay period, or on an as-needed basis).

- View and print Form NFC-29, Payroll Adjustment Document, for computation, payment, and adjustment transactions.

For more information about SPPS 1.0, see:

SPPS 1.0 Key Terms

SPPS 1.0 Users

Hardware And Software Requirements

SPPS 1.0 Key Terms

Following are key terms used in the processing of SPPS 1.0 documents.

- **Payment**. Transactions processed in SPPS 1.0 to establish and/or update information in an employee's record. The data is used to compute and/or pay salaries, deductions, leave records, accounting, indebtedness, etc.

- **Adjustment**. Transactions processed in SPPS 1.0 to change the information in an employee's record. The data is used to compute and/or update salary payments, deductions, leave records, accounting, indebtedness, etc.

- **Request for action.** Indicates the necessary action that is required to establish and/or update an employee's record.

- **Transaction.** Indicates that the required information has been entered in SPPS 1.0.

- **Record**. All transactions of the employee's file that have been processed in SPPS 1.0.

- **Certify/Uncertify.** Indicates if a request for action has been received, the required data has been entered in SPPS 1.0, and the transaction is ready for system verification, prior to approval. The record must be certified before it is scheduled for payment or adjustment.

  A transaction can be *uncertified* only after it is confirmed that the required data is not complete or ready for system verification.

- **Approval.** Indicates that a transaction has been successfully entered in SPPS 1.0 and all system checks are validated and certified, prior to being scheduled for payment or adjustment. The transaction must be authorized by an agency supervisor or authorizing official, prior to processing.

- **Processing.** Establishes data in SPPS 1.0 for the purpose of making a payment or adjustment in the employee's record.

- **System processed.** Indicates that the required data has been entered in SPPS 1.0 for processing.

- **Processed.** Indicates that a completed transaction in an employee's record is systematically paid or adjusted.

SPPS 1.0 Users

The Agency Security Officer requests access for SPPS 1.0 users by either sending an e-mail to the NFC Information Systems Security Office (ISSO) or by sending a fax (which includes the Security Officer's signature) to **504-426-9704** . Roles are assigned in SPPS 1.0 based upon the Security Officer's request. Users should allow at least 2 weeks for the request to be processed.

Note: Options displayed will depend on the users access security level. Also, if a user is not authorized to perform a specific function (e.g., certifying a transaction), the user will receive a message pop-up indicating that the operation can not be performed.

Hardware And Software Requirements

You will need the following equipment to use SPPS 1.0:

- A PC with Internet capabilities.
- Access to the Internet with an Internet Explorer browser of 6.0 or higher (with the Security patch) or a Netscape Navigator browser of 6.2.3 or higher.
- Printer capable of printing Web pages.
- An NFC User ID with access to SPPS 1.0.

Related Systems

PPS is an integrated system that links payroll and personnel records through subsystems that interface with each other. SPPS 1.0 interfaces with the following external systems described below.

ALLTAX System. A proprietary software package that applies the tax rate for all states and localities in the United States against each payroll run by NFC. SPPS 1.0 interfaces with ALLTAX to calculate Federal, state, city, and/or county taxes.

Document Tracking System (DOTSE). An online database management system used to request and view manually-processed transactions, and recertified payments and adjustments. Authorized agency users who do not have access to SPPS 1.0 can request payments and adjustments through DOTSE. SPPS 1.0 interfaces with DOTSE to receive from agency users the requests for action that are to be processed as payments and/or adjustments.

Information/Research Inquiry System (IRIS). An online inquiry system used to view employee data contained in the Payroll/Personnel System database by social security number (SSN). IRIS provides at least 1 calendar year of current and 10 years of historical payroll, personnel, and position data. SPPS 1.0 interfaces with IRIS to obtain current and historical data based on the request for action.

Name Employee System (NEMP). A database system used to retrieve information based on the employee's name and SSN. Data is maintained for 5 years. SPPS 1.0 interfaces with NEMP to retrieve an employee name and SSN based on the request for action.

Payroll/Personnel Inquiry System (PINQ). An inquiry system used to research payroll-related inquiries received from employee data on the Payroll/Personnel System database. PINQ provides immediate access to 1 calendar year of current payroll data. SPPS 1.0 interfaces with PINQ to retrieve current payroll data.

Table Management System (TMGT). A menu-driven database management system that contains valid values and descriptions for selected data elements used by the Payroll/Personnel System. TMGT is used to query data and view and request predefined reports. All tables are accessible to customers for inquiry, except as noted for NFC use only. SPPS 1.0 interfaces with TMGT to validate certain fields that have been entered by the user.

Travel System (TRVL). A two-part integrated network for processing travel authorizations, travel advances, and travel vouchers for temporary duty and relocation travel. The Personal Computer Travel System (PC-TRVL) is a menu-driven personal computer program that allows users to prepare and create files of travel records that are transmitted to NFC via telecommunications lines. Online TRVL is a mainframe program that allows agencies to directly enter travel records into the TRVL database. SPPS 1.0 interfaces with TRVL to retrieve current travel collections for advancements.

Data transmitted from agencies to NFC is processed in NFC's internal processing systems. These systems edit, reject/accept, and retain/release transactions, then update the database. Other internal systems (1) calculate payroll, (2) process payments and adjustments, (3) produce output data that is disseminated to agencies and the Office of Personnel Management (OPM), and (4) prepare the database for the next pay period's processing. SPPS 1.0 interfaces with the following internal systems described below.

Adjustment Processing System (ADJP). An internal system used to process a variety of payroll payments and adjustments submitted on Form AD-343, Payroll Action Request, and late personnel actions. SPPS 1.0 interfaces with ADJP to send payment and adjustment transactions for further processing.

Administrative Billings and Collections System (ABCO). An online system used for billing and collecting debts from Federal employees (current, separated, and/or retired) and other individuals or vendors having outstanding debts with the Government. SPPS 1.0 interfaces with ABCO to retrieve current collections.

Disbursing (DISB). An internal system that interfaces with NFC feeder systems to provide common disbursement functions and data for the General Ledger System and Central Accounting System. DISB consolidates payments for payees when necessary, warehouses payments until the payment date arrives, stores consolidated vendor express files for electronic fund transfer (EFT) disbursements, and stores disbursement history files for 10 years. SPPS 1.0 interfaces with DISB files to provide NFC personnel with current information on the status of a payment schedule.

Document Tracking System (DOTS). An internal document tracking system used to record and acknowledge requests received from agencies to process manual payments and adjustments, collections, and other transactions that are not processed through the automated Payroll/Personnel System. SPPS 1.0 interfaces with DOTS to retrieve the requests for action and written inquiries received at NFC.

Management Accounting Structure Codes System (MASC). A system used to validate agency accounting classification and accounting station codes. SPPS 1.0 interfaces with MASC to validate agency accounting classification and accounting station codes.

Optical Storage System (OSS)/Archived IndeX Creation and Inquiry System (AXCIS). OSS (a storage system), uses AXCIS, (a retrieval system) to provide online retrieval and viewing of prior and current report data by report name, data range, and a choice of predefined search criteria (indexes). The report data is used to research and verify payroll/personnel transactions that are created or adjusted in SPPS 1.0.

Payroll Processing System (PAYE). A calculation system that performs complicated computation routines required to produce new salary data for disbursement and transmission to the Department of the Treasury (Treasury). PAYE computes employees' gross salary, makes applicable deductions, applies payments and adjustments from ADJP, develops the new amount due, and prepares data for subsequent issuance of salary payments by Treasury. PAYE updates the database to reflect salary payments and adjustments as well as leave. It also creates accounting records that are processed and reported through the payroll accounting system. SPPS 1.0 interfaces with PAYE to retrieve employee personnel and payroll data applicable to the request for action.

Agency/NFC Responsibilities

Listed below are the responsibilities of the primary organizations involved in processing and system maintenance.

The Agency:

- Logs the request for action into SPPS 1.0.

- Processes payments and adjustments for cash awards, credit hours, settlement backpay, etc.

The Government Employees Services Division (GESD)

- Receives requests for action via SPPS 1.0 from the agencies.

- Reviews requests for action and computes the payment or adjustment transaction using data received from the agencies.

- Accesses the Payroll/Personnel database (IRIS, PINQ, etc.,) to research payroll/personnel data.

- Accesses OSS/AXCIS to research prior and current year history data.

- Enters data into SPPS 1.0.

- Receives, reviews, and distributes reports to accounting technicians and/or civilian pay technicians for processing.

- Checks batch control lists to ensure that each request for action received at NFC was entered and processed by the system.

- Files SPPS 1.0 requests for action and maintains them for future use.

- Responds to all inquiries received from the agencies concerning the status of requests for action.

- Conducts periodic training sessions.

- Develops and publishes SPPS 1.0 procedure manuals, revisions, and bulletins.

- Develops and maintains SPPS 1.0 requirements.

- Develops and maintains SPPS 1.0 application programs for processing transactions according to the requirements.

The Administrative Management Staff (AMS):

- Receives, date stamps, and delivers mail related to the processing of SPPS 1.0 transactions.

- Distributes SPPS 1.0 output (e.g., NFC-29s, reports, etc.) to the applicable personnel.

- Receives and prepares NFC-29s for mailing.

The Information Resources Management Division (IRMD):

- Executes SPPS 1.0 jobs.

- Verifies SPPS 1.0 output (e.g., NFC-29s, reports, etc.) for distribution to the applicable personnel.

- Transmits SPPS 1.0 disbursement data to the Department of the Treasury (Treasury) and lending institutions/organizations and maintains controls to ensure that data is correctly transmitted.

The Information Systems Policy and Control Staff (ISPCS):

- Certifies SPPS 1.0 mainframe application programs and suspense correction programs.

- Migrates SPPS 1.0 application programs.

- Assigns security access to agency users.

Access And Security

Security is designed to prevent the unauthorized use of systems and databases. For security information, including user identification numbers (user ID's), passwords, and obtaining access to a specific system, see the Security Access procedure (Title VI, Chapter 1, Section 1).

For more information, see:

Requesting Access To SPPS 1.0

Database Security

Requesting Access To SPPS 1.0

To access SPPS 1.0, you must:

- Use a personal computer and a secured telecommunications link to NFC.

- Have authorized security clearance.

- Have internet access.

For information about connecting and disconnecting from your telecommunications network, see the instructions that are provided with your specific network.

Individuals must request access through their agency's security officer. The request should provide the following information:

- User name

- User SSN

- User ID

- Agency name

- User access request level

- Telephone number

- Application name SPPS 1.0

The access level requested should be based on the individual's assigned work requirements and job functions.

Note: Additional access levels must be requested for employees who will approve and certify payments and adjustments (e.g., supervisors and authorizing officials).

Database Security

The following information describes the security environment at NFC:

Security Software. System security at NFC is managed by CA TOP SECRET, a commercial access control package operated in an Operating System (OS) 390 environment. CA TOP SECRET provides protection for dataset, library programs, input/output devices, and most system resources. It also controls access to data processing resources and facilities through a three-step process as follows:

1. CA TOP SECRET validates the user to determine if the user is authorized to use SPPS 1.0. The user's logon access (user ID and password) is validated during the logon process.

2. CA TOP SECRET confirms that the user is authorized to use the requested facility.

3. CA TOP SECRET determines if the user is authorized to use the requested resources *(i.e., datasets, programs, transactions, database subschemas, DB2 resources, Security Access Code (SAC), etc.).*

Validation Process. To facilitate access to NFC maintained systems, significant interaction/interface among software packages is necessary to control access. The following steps occur during the logon to SPPS 1.0:

1. The individual is prompted to enter an ID and password.

2. At the Application icon, the individual selects SPPS 1.0.

3. CA TOP SECRET validates the ID, password, and access authorization to SPPS 1.0.

4. Upon verification/validation of the ID and password, the individual is logged onto the NFC mainframe computer and into SPPS 1.0.

5. CA TOP SECRET is checked again to determine if the individual can access the DB2 resources controlled by TOP SECRET. CICS (Customer Information Control System) transactions are also checked. If the TOP SECRET permissions exist, then access is allowed.

6. The SAC is used to verify if access is to be granted to a particular record. The primary SAC entry path is:

   SAC: SNDDSASSSSAA
   SAC: TNDDSASSSSAA, where N=5 for Agriculture users, N=7 for Treasury users, or N=6 for Non-Agricultural/Non-Treasury users

   In the primary SAC entry path, DD=Department, SA=Servicing agency, SSSS=POI (SON), and AA=Agency

The SAC entry in the individual's TOP SECRET profile is read to determine if the access should be allowed.

Getting Started In SPPS 1.0

This section presents the following topics:

Online Help For SPPS 1.0

Starting SPPS 1.0

Changing Your Password

Exiting SPPS 1.0

SPPS 1.0 Navigating Features

Online Help For SPPS 1.0

The online help feature is available as a reference tool when you are processing data in SPPS 1.0. To use online help, select **[Help]** from the menu bar at any window.

For more information, see:

Help For SPPS 1.0

Using Online Help

Help For SPPS 1.0

Help for SPPS 1.0 users is available in several ways:

- Complete online documentation is included with the SPPS 1.0 application in a standard Windows online help system. This standard online help includes navigation through a Table of Contents, Index, or full-text search.

  When you need help, click **[Help]** at any SPPS 1.0 window to display the help for that window. For field-level help during data entry, click the applicable field. An example of field-level help (**Figure 1**) is displayed below:

Figure 1. Field-Level Help

- The online documentation that accompanies the system is also available in book format (a pdf file) on NFC's Web site. To access the SPPS 1.0 procedure, at the Pubs & Forms icon at *www.nfc.usda.gov* and search for Title I, Chapter 8, Section 4.

- On site training may be arranged, depending on staff availability. If your agency is interested in NFC-conducted training, please contact the Payroll Operations Branch at **504-255-4630** .

  Note: If you are not familiar with using a standard Windows help system, see a Windows user's guide.

Using Online Help

When you need help with processing SPPS 1.0 data, click **[Help]** at any SPPS 1.0 menu bar. A drop-down menu is displayed with the following options:

Option	Description
Help For This Window	Provides instructions for the current window. For pop-ups, help is available only if a Help button is on the pop-up.
Help Contents	Provides complete online documentation for SPPS 1.0.
Help For Help	Provides instructions for using the Microsoft Windows help system.

Note: When you select **Help Contents**, the SPPS 1.0 Login window (**Figure 4**) Help window is displayed with information about how to use SPPS 1.0 Help. At the help window menu bar, click **[Contents]**. The Help Topics table of contents (**Figure 2**) is displayed.

Figure 2. Help Topics Table of Contents

This window provides three ways to locate information

Option	Description
Contents	Displays the table of contents for online documentation.
Index	Provides an index of key words.
Find	Provides word search capability.

Starting SPPS 1.0

To start SPPS 1.0:

1. Logon to the Internet.

2. Connect to the NFC Home page at *www.nfc.usda.gov*.

3. Click the SPPS 1.0 icon. The Warning Banner (**Figure 3**) is displayed. Read the message pop-up and click **[Accept]** to receive the SPPS 1.0 Login window (**Figure 4**) or click **[Cancel]** to return to the Internet Home page.

Figure 3. SPPS 1.0 Warning Banner

Figure 4. SPPS 1.0 Login pop-up

4. Complete the fields in the Login area as indicated under **SPPS 1.0 Login Window Field Instructions** and click **[Login]**.

5. The Database pop-up (**Figure 5**) is displayed with the message pop-up *Login Successful. Please select a database.*

Database

AGRICULTURE AGENCIES
HOMELAND SECURITY AGS
OTHER AGENCIES
TREASURY AGENCIES

Login Successful. Please select a database.

Figure 5. SPPS 1.0 Database pop-up

6. Click the database for your agency. Valid values are:

```
Agriculture Agencies
Homeland Security Ags
Other Agencies
Treasury Agencies
```

7. Select the desired option listed on the menu bar to continue processing the request for action. Valid values are:

Option	Description
Adjustments	Provides access to agency specific information for processing payment and adjustment requests for action.
Reports	Provides access to agency specific information for viewing and requesting SPPS 1.0 reports.
Interest	Provides access to inquire daily, quarterly, and yearly interest date and rate information. Used by NFC to establish and update daily, quarterly, and yearly interest dates and rates used in SPPS 1.0 for calculating settlement back payments and adjustments.

8. The selected window is displayed. See **Changing Your Password** for instructions on changing your password. For instructions on using SPPS 1.0, see **Using SPPS 1.0**. For instructions on exiting SPPS 1.0, see **Exiting SPPS 1.0**.

Changing Your Password

You may change your password at any time but not more than once a day.

To change your password:

1. At the SPPS 1.0 Login window (**Figure 4**), complete the fields in the Login area as indicated under **SPPS 1.0 Login Pop-up Field Instructions** and select **[Change Password]**. The Change Password pop-up (**Figure 6**) is displayed.

Figure 6. Change Password pop-up

2. Complete the fields as indicated under **Change Password Pop-up Field Instructions** and click **[Login]** to continue selecting the applicable database for your agency.

Exiting SPPS 1.0

To exit SPPS 1.0:

1. At any SPPS 1.0 window, click **[Logoff]**. The Logoff (Microsoft Internet Explorer) pop-up (**Figure 7**) is displayed with the message pop-up *The Web page you are viewing is trying to close the window. Do you want to close this window?*.
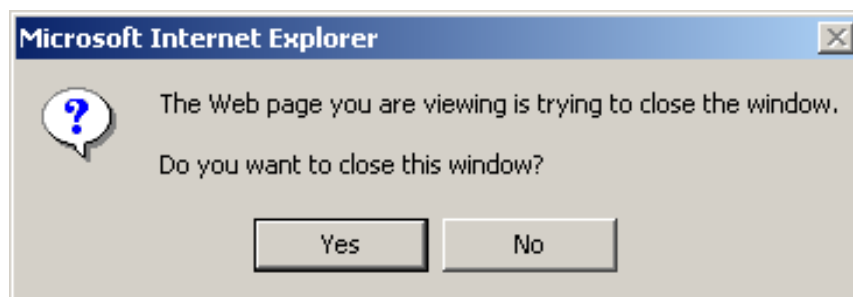
Figure 7. Logoff (Microsoft Internet Explorer) pop-up

2. Click `Yes` to exit SPPS 1.0 or `No` to cancel the action.

   Note: When you exit SPPS 1.0, you are still logged onto the Internet.

SPPS 1.0 Navigating Features

SPPS 1.0 is designed in a windows format, providing mouse-driven, point-and-click functionality; menu bars; drop-down menus; tool buttons; and other windows navigating features. This section reviews these basic features and describes others that are specific to the SPPS 1.0 application.

For more information, see:

Menu Bar

Tool Buttons

Pop-Ups And Command Buttons

Drop-Down Menus

Radio Buttons

Check Boxes

Menu Bar

The menu bar appears below the title bar on all SPPS 1.0 windows except pop-ups. Each menu bar displays command buttons for processing and/or viewing transactions. When a command button is selected, a specific action is initiated, depending on the window you are currently working in and/or the function you are performing.

Note: Options shown in gray are not available for use and do not respond to selection.

Tool Buttons

Tool Buttons are available at the bottom of all SPPS 1.0 windows to afford the user additional help with SPPS 1.0.

- **About SPPS 1.0** welcomes the user to SPPS 1.0 and provides a brief overview of the system.

- **Site Map** provides the user with information about the accessibility of all NFC Web sites.

- **Privacy Policy** provides the user with security information specific to SPPS 1.0.

- **Contact Us** receives communication from users pertaining to the use of SPPS 1.0.

Pop-ups and Command Buttons

Pop-up windows do not have a menu bar or a toolbar; however, they do have command buttons for initiating certain actions. The following command buttons may be used on pop-up windows or other windows throughout SPPS 1.0:

SPPS 1.0 Tool Buttons

Button	Description
✎	This button is used to update the agency organization structure and contact information of a payment and adjustment record.
✗	This button is used to delete a transaction from the record and the SPPS 1.0 database.
🔍	This button is used to view completed payment and adjustment details of a record.
📝	This button is used to enter remarks or comments pertaining to a specific transaction.
☑	This button is used to release a transaction to NFC for processing.
🖼	This button is used to display transaction details of a record.
?	This button is used to display field level help text.

SPPS 1.0 Command Buttons

Button	Description
Add	This button is used to add agency organization structure and contact information for transaction being processed in SPPS 1.0.
	This button is used to include the number of lines of accounting that will be entered for the transaction being processed in SPPS 1.0
	This button is used to add percentages for processing annual/restored leave transactions in SPPS 1.0.
Accept	This button is used to accept the rules and regulations for accessing and processing data in SPPS 1.0.
Address	This button is used to establish, update, and view check mailing and residence addresses and financial institution/organization information in a record.
Adjustment	This button is used to access the Management Adjustment window for establishing, updating, viewing, and/or deleting payment and/or adjustment information in a record.

SPPS 1.0 Command Buttons

Button	Description
Approval	This button is used by supervisors and authorized official to approve transactions that have been processed and are ready for payment or adjustment.
Cancel	This button is used to cancel a function.
Calculate	This button is used to compute interest and salary amounts.
Certify	This button is used by supervisors and authorized officials to confirm that a transaction is complete and the payment or adjustment is ready for verification.
Clear	This button is used to clear the current window or pop-up of data.
Close	This button is used to close the current window and return to the previous window.
Computation	This button is used to display accounting and deduction calculation information.
Copy	This button is used to copy accounting information of one pay period record into the pay period record being processed.
Exit	This button is used to exit SPPS 1.0.
Help	This button is used to display Windows help text.
Home	This button is used to return to the SPPS 1.0 Login window.
Interest	This button is used to display interest rates and dates.
Login	This button is used to log in/enter SPPS 1.0.
Logoff	This button is used to log out/exit SPPS 1.0.
Next	This button is used to displays the next series of transactions on the Management Adjustment window.
Payment Inquiry	This button is used to view completed payment and adjustment details of a transaction window.
Prev	This button is used to display the previous series of transactions on the Management Adjustment window.
Report	This button is used to display the Report List for requesting and/or viewing reports.
Save	This button is used to apply information and establish or update the record.
Search	This button is used to search for a transaction in an employee's record.
Submit	This button is used to initiate the processing of a request for action.

Drop-Down Menus

SPPS 1.0 operates with various drop-down menu depending on the window you are currently working in and/or the function you are performing. The drop-down menu allow users to select the correct value from a list of valid values for that field.

Radio Buttons

Round buttons called radio buttons are used to select the data that will be placed in a field, select options such as a data category, or specify selection criteria, such as a data category for a particular search.

Check Boxes

Check boxes are used to select an option such as a data category during a computation process, and to indicate when specific data has been verified.

Using SPPS 1.0

This section presents the following topics:

Searching For Record Details

Establishing Payment And Adjustment Records

Deleting Record Details

Managing Record Details

Searching For Record Details

Before establishing a record or adjusting record details, you must search for the related transaction, regardless of the entry system in which it was initiated. The search may be performed by a specific SSN, organizational structure (agency and POI), or user ID.

To search for a transaction:

1. At the SPPS 1.0 Login pop-up (**Figure 4**), click **[Adjustment]**. The Manage Adjustments window (**Figure 8**) is displayed.
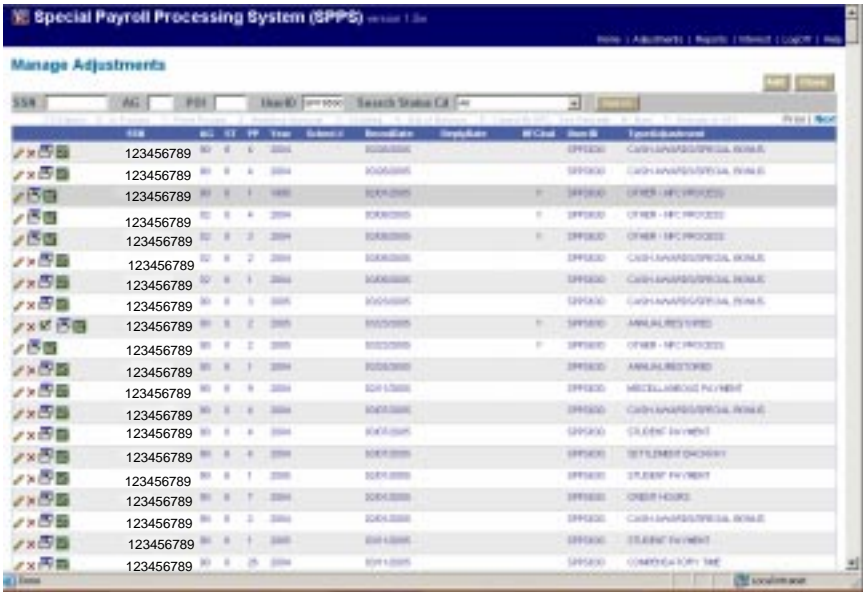
Figure 8. Manage Adjustments window

2. Complete the fields as indicated under **Manage Adjustments Window Field Instructions**.

3. After completing the fields, click **[Search]**. If any transactions have been processed for the employee based on the search criteria, they are displayed. The Status Code field (ST) on the Manage Adjustments window (**Figure 8**) indicates the status of transactions during the current processing period.

                        OR

4. If no transaction is found, the pop-up message *No Adjustment Record Found.* will display. A transaction must be established in SPPS 1.0 before the requested change can be implemented.

5. Click the applicable icon (e.g., ✏ , ✕ , 🖥 , etc.,) or command button (e.g., **[Add]**, **[Close]**, etc.,) to display the window for the payment or adjustment transaction being processed.

Establishing Payment And Adjustment Records

This section presents the following topics:

Establishing Agency Organization Structure And Contact Information

Updating Agency Organization And Contact Information

Establishing Agency Organization Structure And Contact Information

When a request for action is established in SPPS 1.0, it must include the organization structure code where the employee is employed, and the name and phone number of an agency contact to obtain additional information, if needed.

If the employee is on the PPS database, organizational information is generated from IRIS Program IR101, Salary Data. If the employee's record is no longer on the database, the information must be added.

The information is used to initiate the establishment of the payment and/or adjustment record in SPPS 1.0. The type of payment being processed defines the type of details that are required to establish the record.

To establish agency organization structure and contact information:

1. Search for the related transaction using the instructions under **Searching For Record Details**. The Manage Adjustments window (**Figure 8**) is displayed showing all transactions for the specified employee.

   Note: If the search doesn't return the specified transaction, the transaction must be established in the system before the payment or adjustment can be processed.

2. Click **[Add]**. The Add Adjustment window (**Figure 9**) is displayed.

Figure 9. Add Adjustment window

3. Complete the fields as indicated under **Add Adjustment Window Field Instructions**.

   Note: (1) The completion of the Type of Adjustment field determines which transaction window will be displayed to continue processing the request for action.

   (2) To release a transaction for NFC processing, the Status Code field on the Manage Adjustments window (**Figure 8**) must equal **6**, new. The **[NFC Process]** check box on the Add Adjustment window (**Figure 9**), must contain a checkmark, and the Agency Remarks field **must** contain instructions specific to the transaction that is being released to NFC for processing.

   (3) When the **[NFC Process]** check box is selected, all payments and adjustments for this record thereafter, will be processed by NFC only.

4. After the information is entered, click **[Save]** to apply the information and establish the record. The window for the applicable transaction (e.g., annual/restored leave, settlement back pay, etc.) will display to continue establishing the record, **unless** the record is selected to be released to NFC.

5. After the record is released to NFC for processing, the Manage Adjustments window (**Figure 8**) is displayed.

   Note: (1) For further instructions on releasing a record to NFC for processing, see **To Release A Transaction To NFC For Processing**.

   (2) If more than one action must be processed for the same pay period, follow the instructions above to enter the next action on the Add Adjustment window (**Figure 9**). Click **[Save]** to apply the information and establish the record. The message pop-up *Accept Add Duplicate.* will display. Click **[Accept]**. Then click **[Save]** to add the next action.

To Release A Transaction To NFC For Processing:

Note: Once the user specifies that the payment or adjustment is to be processed by NFC, only NFC will be able to make future updates to the record.

1. After the information has been entered and saved on the Add Adjustment window (**Figure 9**), the Manage Adjustments window (**Figure 8**) is displayed. The ☑ icon appears to identify which record is in the process of being released to NFC.

2. Click the ☑ icon. The message pop-up *You have requested to release the selected record to NFC for processing. Once the record is released, you will not be able to update it. Confirm record release to NFC.* is displayed.

3. Click **[OK]** to release the record. The ☑ icon disappears, and the Status Code field changes to **7**, Release to NFC. The request cannot be deleted or changed once it is a Status Code **7**.

<div align="center">**OR**</div>

4. Click **[Cancel]** to cancel the action.

Updating Agency Organization Structure And Contact Information

SPPS 1.0 allows users to update agency organization structure and contact information for payments and adjustments.

To update agency organization structure and contact information:

1. Search for the related transaction using the instructions under **Searching For Record Details**. The Manage Adjustments window (**Figure 8**) is displayed showing all transactions for the specified employee.

   Note: If the search doesn't return the specified transaction, the transaction must be established in the system before the payment or adjustment can be processed.

1. Click the ✎ icon next to the SSN for the transaction that is to be adjusted. The Update Adjustment window (**Figure 10**) is displayed.

Figure 10. Update Adjustment window

2. Complete the fields as indicated under **Update Adjustment Window Field Instructions**.

   Note: (1) To release a transaction to NFC for processing, the **[NFC Process]** check box must contain a checkmark. When the **[NFC Process]** check box is selected, all payments and adjustments for this record thereafter, will be processed by NFC only.

(**2**) After the record is released to NFC for processing, the Status Code field on the Manage Adjustments window (**Figure 8**) changes to **7**, Released to NFC, the ☑ icon is displayed, and the released record is no longer available to the agency for processing future updates.

3. After the information is entered, click **[Save]** to apply the changes and update the record.

<div align="center">**OR**</div>

4. To cancel the action and return to the previous window, click **[Cancel]**.

Deleting Record Details

SPPS 1.0 allows users to permanently delete a specific payment or adjustment transaction from an employee's record and the SPPS 1.0 database.

Note: After a transaction has been processed, you cannot delete the transaction from SPPS 1.0.

To delete a payment or adjustment transaction:

1. Search for the related transaction using the instructions under **Searching For Record Details**. The Manage Adjustments window (**Figure 8**) is displayed showing all transactions for the specified employee.

2. Click the ✕ icon next to the SSN for the transaction that is being removed. The message pop-up *Are You Sure You Want To Delete?* is displayed.

3. Click **[OK]** to delete the transaction from the employee's record and the SPPS 1.0 database.

<div align="center">**OR**</div>

4. Click **[Cancel]** to cancel the action and return to the previous window.

Managing Record Details

This section presents the following topics:

Updating Record Details

SPPS 1.0 allows users to update payment or adjustment details related to the following requests for action:

- Annual/restored leave

- Cash awards/special bonuses

- Compensatory time

- Credit hours

- Miscellaneous payments and adjustments

- Settlement back payments (settlement backpay) cases

- Student loan repayments

To update record details:

1. Search for the related transaction using the instructions under **Searching For Record Details**. The Manage Adjustments window (**Figure 8**) is displayed showing all transactions for the specified employee.

   Note: If the search doesn't return the specified transaction, the transaction must be established in the system before the payment or adjustment record can be processed.

2. Click the 🖳 icon next to the SSN for the transaction that is to be adjusted. The selected transaction window is displayed.

   Note: If accounting is being established for the transaction, the message pop-up *Accounting Hours and Rates are displayed from the Payroll Database. Click SAVE*

when you have reviewed and entered in the relevant information. will display. Click **[OK]** to clear the pop-up.

3. Complete the field as indicated for the specified transaction window (e.g., Annual/Restored Leave Payments window (**Figure 16**)).

   Note: (1) Amount fields must be balanced before a check mark will display in the **[Balance Indicator]** check box. The net amount is calculated based on the gross amount entered plus any interest amount minus the tax deductions calculated.

   (2) To view computations, the **[Balance Indicator]** check box must contain a check mark.

   (3) To certify a transaction, an address check must be completed, calculations must be balanced, and computations must be confirmed.

   (4) To approve a transaction, it must be certified.

4. Click **[Save]** to apply the changes and establish or update the record.

   Note: After the transaction has successfully processed, the **[Address Checked]**, **[Balance Indicator]**, and **[Computation Checked]** check boxes on the transaction window will each display a checkmark to confirm the accuracy of the details that were entered.

<div align="center">**OR**</div>

5. Click **[Close]** to cancel the action and return to the previous window.

For field instructions on a specific type of transaction, see:

   Annual/Restored Leave Payments Window Field Instructions

   Cash Awards/Special Bonuses Window Field Instructions

   Compensatory Time Payment Window Field Instructions

   Credit Hours Payment Window Field Instructions

   Miscellaneous Payment Window Field Instructions

   Settlement Backpay Window Field Instructions

   Agency Accounting Detail Window Field Instructions

   Student Loan Repayment Window Field Instructions

Using SPPS 1.0

Updating Check Mailing Addresses

SPPS 1.0 allows users to update and/or verify check mailing addresses and financial institution/organization details related to payment or adjustment transactions.

SPPS 1.0 obtains check mailing addresses or financial institutions/organizations from details stored in the Payroll/Personnel System database. While the details are used to process payment and/or adjustment transactions in SPPS 1.0, no changes occur to the address in the Payroll/Personnel System database. For more information on check mailing addresses, see **Information Research/Inquiry System (IRIS) Program IR124, Address/Check Information**.

To update check mailing address or financial institution/organization details:

1. Search for the related transaction using the instructions under **Searching For Record Details**. The Manage Adjustments window (**Figure 8**) is displayed showing all transactions for the specified employee.

   Note: If the search doesn't return the specified transaction, the transaction must be established in the system before the payment or adjustment record can be processed.

2. Click the 🖼 icon next to the SSN for the transaction that is to be adjusted. The selected transaction window is displayed.

3. Complete the fields as indicated for the specified transaction window.

4. Click **[Address]**. The Check Mailing Address window (**Figure 11**) is displayed.

Figure 11. Check Mailing Address window

5. Click **[Clear]** to remove mailing address information if the Routing Information section contains a route and account number.

6. Complete the fields as indicated under **Check Mailing Address Window Field Instructions**.

7. After the information is entered, click **[Save]** to apply the information and update the record. After the transaction has successfully processed, a check mark will display in the **[Address Checked]** check box of the applicable transaction window (e.g.,

Annual/Restored Leave Payment window (**Figure 16**)) to indicate that an address verification was performed.

<div align="center">**OR**</div>

8. Click **[Close]** to cancel the action and return to the previous window.

Viewing Computation And Accounting Details

SPPS 1.0 allows users to view the gross to net calculations that were performed when the transaction was established, updated, and/or credited. However, these details are only viewed after the transaction has successfully processed.

The following types of tax computations are used to process payment and adjustment transactions in SPPS 1.0:

SPPS 1.0 Tax Calculations

Type	Percentage	Flat Rate
Federal	25	25
State	2	2
City	2	2
County	2	2
Social Security	6.2	
Medicare	1.45	

To view computations and accounting details:

1. Search for the related transaction using the instructions under **Searching For Record Details**. The Manage Adjustments window (**Figure 8**) is displayed showing all transactions for the specified employee.

   Note: If the search doesn't return the specified transaction, the transaction must be established in the system before the payment or adjustment record can be processed.

2. Click the ⊞ icon next to the SSN for the transaction that is to be viewed. The selected transaction window is displayed.

3. Click **[Computation]**. The Computation List pop-up (**Figure 12**) is displayed. For field descriptions, see **Computation List Pop-up Fields Descriptions**.

Figure 12. Computation List pop-up

Note: After the transaction has been viewed, a check mark will display in the **[Computation Checked]** check box of the applicable transaction window (e.g., Annual/Restored Leave Payment window (**Figure 16**)) to indicate that a computation verification was performed.

4. Click **[Close]** to return to the previous window.

Certifying/Uncertifying A Transaction

SPPS 1.0 allows users to certify or uncertify payments and adjustments prior to being system processed in SPPS 1.0. The certify/uncertify function on the transaction window indicates if a request for action has been received, the required data has been entered, and the record is ready for system verification, prior to approval.

To certify/uncertify a transaction:

1. Search for the related transaction using the instructions under **Searching For Record Details**. The Manage Adjustments window (**Figure 8**) is displayed showing all transactions for the specified employee.

   Note: If the search doesn't return the specified transaction, the transaction must be established in the system before the payment or adjustment record can be processed.

2. Click the ⊞ icon next to the SSN for the transaction that is to be certified. The selected transaction window is displayed.

3. Click **[Certify]**. The Certify Adjustment window (**Figure 13**) is displayed.

Figure 13. Certify Adjustment window

Note: To certify the transaction, the **[Address Checked]**, **[Balance Checked]**, and **[Computation Checked]** check boxes on the applicable transaction window (e.g., Annual/Restored Leave Payment window (**Figure 16**)) must each contain a check mark to indicate that the information has been validated.

4. Complete the fields as indicated under **Certify Adjustment Window Field Instructions**.

   Note: Information entered in the Remarks field will be system-generated on the Manage Adjustments window (**Figure 8**) as NFC remarks.

5. After the information is entered, click **[Certify]** to confirm that the transaction has been successfully entered in SPPS 1.0 and is ready for system verification, prior to approval.

Note: After the certification process has successfully completed, the Certified By field on the applicable transaction window (e.g., Annual/Restored Leave Payment window (**Figure 16**)) will display the user ID of the individual who certified the transaction. The Status Code field on the Manage Adjustments window (**Figure 8**) will change to **3**, certified, and is ready to be scheduled for payment, or **2**, awaiting approval, prior to being scheduled for payment.

<div align="center">**OR**</div>

6. Click **[Uncertify]** to confirm that the transaction is not complete or ready for system verification.

   Note: (1) The transaction can only be uncertified after it has been certified and before it has been processed.

   (2) The record cannot be uncertified if the Status Code field on the Manage Adjustments window (**Figure 8**) equals **1**, payment processed.

   (3) After the transaction is uncertified, the Certified By and Approved By fields on the Certify Adjustment window (**Figure 13**) are cleared.

<div align="center">**OR**</div>

7. Click **[Cancel]** to cancel the action and return to the previous window.

Approving A Transaction

SPPS 1.0 allows supervisors and authorizing officials to approve payment and adjustment transactions prior to being processed in SPPS 1.0. The transaction must be certified before it is approved. The Approval function on the transaction window, indicates validated authorization after the transaction has been certified and the check mailing address/financial institution/organization information has been reviewed.

Payments for approved records will be processed and disbursed on the next manual pay schedule. SPPS 1.0 payments are processed Monday through Friday, excluding holidays. The payments update PINQ Program PQ032, Payroll Listing, after the next process of PAYE.

To approve the transaction:

1. Search for the related transaction using the instructions under **Searching For Record Details**. The Manage Adjustments window (**Figure 8**) is displayed showing all transactions for the specified employee.

   Note: If the search doesn't return the specified transaction, the transaction must be established in the system before the payment or adjustment record can be processed.

2. Click the 🖳 icon next to the SSN for the transaction that is to be approved. The selected transaction window is displayed.

3. Confirm that the transaction has been certified and is ready to be schedule for payment or adjustment.

4. Click **[Approval]** to approve the processing of the payment or adjustment transaction. After the transaction has been successfully approved, the Approved By field on the

applicable transaction window will display the user ID of the individual who approved the transaction. The Status Code field on the Manage Adjustments window (**Figure 8**) will change to **3**, certified.

5. Click **[Close]** to return to the previous window.

   Note: Do not click **[Save]**. If **[Save]** is selected, the transaction will be uncertified and unapproved.

Viewing Transaction Details

SPPS 1.0 allows users to view completed payment and adjustment details on transaction windows. These details are viewed only after the transaction has been successfully entered.

To view transaction details:

1. Search for the related transaction using the instructions under **Searching For Record Details**. The Manage Adjustments window (**Figure 8**) is displayed showing all transactions for the specified employee.

   Note: If the search doesn't return the specified transaction, the transaction must be established in the system before the payment or adjustment record can be processed.

2. Click the ⬚ icon next to the SSN for the transaction that is to be viewed. The selected transaction window is displayed.

3. Click **[Payment Inquiry]**. The Payment Inquiry pop-up (**Figure 14**) for the selected transaction is displayed. For field descriptions, see **Payment Inquiry Pop-up Fields Descriptions**.

Figure 14. Payment Inquiry pop-up

4. To return to the previous window, click **[Close]**.

Adding Remarks

SPPS 1.0 allows users to document specific instructions that relates to the transaction being processed.

To establish remarks:

1. Search for the related transaction using the instructions under **Searching For Record Details**. The Manage Adjustments window (**Figure 8**) is displayed showing all transactions for the specified employee.

   Note: If the search doesn't return the specified transaction, the transaction must be established in the system before the payment or adjustment record can be processed.

2. Click the 🖻 icon next to the SSN for the transaction that will include the specific instructions. The Remarks/Notebook window (**Figure 15**) is displayed.

Figure 15. Remarks/Notebook window

3. Complete the fields as indicated under **Remarks/Notebook Window Field Instructions**.

4. After the information is entered, click **[Save]** to apply the information and update the record.

   Note: After the information has successfully processed, the user IDs of the individuals who entered and updated the last payment or adjustment information are displayed at the bottom of the Remarks/Notebook window (**Figure 15**).

<div align="center">

OR

</div>

5. To cancel the action and return to the previous window, click **[Close]**.

Updating Annual/Restored Leave Details

Annual leave is time accumulated by an employee during the current leave year beginning with the first day of the first complete pay period in the calendar year and ending with the day immediately before the first day of the first complete pay period in the next calendar year.

The eligibility to earn annual leave is based on the employee's type of appointment and type of employment. A full-time employee may earn annual leave during a full biweekly pay period while in a pay status or in a combination of a pay status and a nonpay status. However, an employee who is not on the rolls for a complete period, excluding holidays and non-workdays, does not accrue leave.

Full-time employees may accumulate a maximum of 30 days of annual leave per year. Certain employees stationed at an overseas or foreign post of duty are entitled to carry forward from one leave year to another a maximum annual leave accumulation of 45 days. The amount of accumulated and accrued annual leave is determined by the:

- Date of entry on duty.

- Date of arrival at the post or assignment.

- Date of departure from the post or assignment.

- Date on which final administrative approval is given to change the duty station from which the employee was recruited or transferred.

Part-time employees with a regular tour of duty of one or more days during each administrative workweek, and part-time employees on a flexible work schedule on a biweekly work schedule earn annual leave as follows:

- An employee with less than three years of service earns one hour of annual leave for each 20 hours in a pay status.

- An employee with three but less than 15 years of service earns one hour of annual leave for each 13 hours in a pay status.

- An employee with 15 years or more of service earns one hour of annual leave for each 10 hours in a pay status.

Part-time employees may accumulate not more than 240 or 360 hours of annual leave on the same basis that a full-time employee may accumulate 30 or 45 days of annual leave.

Employees paid other than on a biweekly pay period basis earn annual leave on a pro rata basis for a full pay period in the following circumstances:

- Transfer between positions (dual appointments between two agencies) with different pay periods

- Interruption of service by a non-leave-earning period

- Change in the type of employment from full-time to intermittent or vice versa

- Statutory or regulator restoration rights restored after service in the Armed Forces

Each pay period, annual leave is recorded on the employee's T&A record as a method of documenting his/her leave records. The record includes leave brought forward from the prior

pay period, earned, available, used for the processing pay period, and balance to date. At the beginning of each new calendar year, the annual leave is brought forward from the last pay period of the prior year. If an employee's annual leave hours exceeds the annual leave ceiling, the excess must be restored or forfeited. For more information, see **Title 5, United States Codes (USC) 6304**.

Figure 16. Annual/Restored Leave Payments window

The TC and Rate fields are system generated in the Accounting List section of the window. If the employee has annual/restored leave on the database, the Hours field will be system generated. If the employee has COLA, Post Differential or AUO, the percentages will be generated.

At the Annual/Restored Leave Payments window (**Figure 16**), perform one of the following functions:

- To **delete** accounting from a record, click the ✕ icon next to applicable line of accounting. The message pop-up *Accounting line has been deleted. To keep the line, click the CLOSE button. To confirm the delete, click the SAVE button.* will display for all transaction codes except TC 42.

  If the accounting line is for TC 42, the message pop-up *Deleting TC-42 accounting line will cause the deletion of all COLA,Post Dif, and AUO accounting lines. Are you sure you want to delete?* is displayed.

  Click **[OK]** to remove the line of accounting from the employee's record and the SPPS 1.0 database or **[Cancel]** to cancel the action.

                    OR

- To **Add** accounting, type the number equivalent to the rows of accounting that are to be entered and click **[Add]**. A row of blank fields equivalent to the number entered will display in the Accounting List section of the window. Complete the fields as indicated under **Annual/Restored Leave Payments Window Field Instructions**.

  Note: (1) Accounting must validate against MASC if stored accounting is to be used. Click **[Copy]** to copy stored accounting information from one pay period record to the pay period record being processed.

(**2**) Accounting for TC 42 (LSP) must be included in the Accounting List section to process a transaction for TC 45, COLA, 46, LSP, and/or 41, AUO.

6. After completing all functions, click **[Save]** to apply all changes and update the record. The message pop-up *TINQ leave hours from database.* is displayed. Click **[OK]**.

Restore Annual Leave

When an employee's annual leave has been forfeited due to administrative error, exigencies of the public business (necessary work performed in lieu of scheduled leave), or sickness, it must be restored or forfeited. Restored leave is established using Form AD-582, Authorization for Restored Annual Leave Under P. L. 93-181 or P. L. 94-174, to process and update the leave on the Payroll/Personnel database. The leave must be scheduled and used within the time limit prescribed by Federal laws and departmental regulations. For more information, see **Title 5 USC 6306**.

Dual Rate - Lump Sum Payments (LSP)

Dual rate-lump sum payments are paid to employees who retires or separate from Federal service towards the end of a leave year (e.g., pay period 26, 2004), but whose leave carries forward to the next leave year (e.g., pay period 01, 2005 and beyond). The amount of leave carried forward to the next leave year must be updated to include the annual pay adjustment received by most Federal employee for the new leave year.

Dual rate-lump sum payments are processed to differentiate between the two rates of pay the employee is entitled to received. One LSP is processed at the employee's current rate of pay for the leave carried forward through pay period 26 of the current leave year. Another LSP is processed for leave used past pay period 01 and beyond and includes the rate increase the employee is entitled to receive because of the annual pay adjustment due most Federal employees.

Note: Dual rate-lump sum payments and adjustments are processed by NFC only.

To update annual, restored, or dual rate-lump sum leave details:

1. Search for the related transaction using the instructions under **Searching For Record Details**. The Manage Adjustments window (**Figure 8**) is displayed showing all transactions for the specified employee.

    Note: If the search doesn't return the specified transaction, the transaction must be established in the system before the payment or adjustment record can be processed.

2. Click the ⊞ icon next to the SSN for the transaction that is to be adjusted. The Annual/Restored Leave Payments window (**Figure 16**) is displayed.

                    OR

3. Click **[Close]** to cancel the action and return to the previous window.

Updating Cash Award/Special Bonus Details

Cash awards and special bonuses are monetary recognitions used to promote organizational and team goals and objectives. The awards can be given to an individual employee or group of employees. The awards are based on the following predetermined criteria:

- Productivity standards

- Performance goals

- Contributions

- Measurements systems

- Award formulas

- Pay out schedules

The following types of awards and bonuses are processed in SPPS 1.0:

- Superior performance

- Special act or service

- Employee suggestion

- Senior executive service (SES) bonus

- Presidential award

- Separation incentive

- Cash award

- Performance bonus

- Incentive pay

- Travel incentive

- Gift certificates

Reminder: Spot awards are not processed in SPPS 1.0.

For descriptions of the types of cash awards and special bonuses that are processed in SPPS 1.0, see the **Types Of Awards Table**.

Note: Form SF-50B, Notification of Personnel Action, is not system generated when a cash award/and/or special bonus action is processed.

For more information about awards, see:

Title 5, USC 4502

Department of Defense (DoD) 1400.25-M

IRIS Program IR142, Awards

To update cash award/special bonus details:

1. Search for the related transaction using the instructions under **Searching For Record Details**. The Manage Adjustments window (**Figure 8**) is displayed showing all transactions for the specified employee.

   Note: If the search doesn't return the specified transaction, the transaction must be established in the system before the payment or adjustment record can be processed.

2. Click the icon next to the SSN for the transaction that is to be adjusted. The Cash Awards/Special Bonuses window (**Figure 17**) is displayed.

Figure 17. Cash Awards/Special Bonuses window

3. Complete the fields as indicated under **Cash Awards/Special Bonuses Window Field Instructions**.

    Note: Accounting must validate against MASC if stored accounting is to be used. Click **[Copy]** to copy stored accounting information from one pay period record to the pay period record being processed.

4. After completing all functions, click **[Save]** to apply all changes and update the record.

    OR

5. Click **[Close]** to cancel the action and return to the previous window.

Updating Compensatory Time Details

Compensatory time (comp time) is defined as time earned in lieu of payment for an equal amount of time spent in occasional or irregular work or special conditions, in order to cope with special circumstances. Comp time off may be approved (not required) in lieu of regularly scheduled overtime pay for employees including both Fair Labor Standards Act (FLSA) exempt and nonexempt employees and wage employees who are ordered to work overtime hours under flexible work schedules.

Employees who fail to use comp time before the end of the 26th pay period in the current year it was earned, lose their right to comp time. However, with supervisory approval, comp time not used due to an exigency of the service beyond the employee's control, shall be paid at the overtime rate in effect at the time it was earned. Payment for comp time must always be charged to the current fiscal year appropriation regardless of the fiscal year in which the overtime was worked.

Compensatory Time For Religious Observance

Comp time advanced for religious observance must be earned by the end of the leave year in which it was granted and must be earned at the first opportunity necessitating overtime work. Supervisors are responsible for ensuring that all employees adhere to federal and

departmental regulations. Comp time advanced for religious observance not liquidated by the end of the 26th pay period in the current year it was used, should be offset by annual leave or the establishment of a bill.

For more federal and departmental regulations on compensatory time, see:

Title 5 Code of Federal Regulations (CFR) 532.504

Title 5 CFR 551.531

Title 5 USC 5543

To update compensatory time details:

1. Search for the related transaction using the instructions under **Searching For Record Details**. The Manage Adjustments window (**Figure 8**) is displayed showing all transactions for the specified employee.

   Note: If the search doesn't return the specified transaction, the transaction must be established in the system before the payment or adjustment record can be processed.

2. Click the 🖼 icon next to the SSN for the transaction that is to be adjusted. The Compensatory Time Payment window (**Figure 18**) is displayed.

Figure 18. Compensatory Time Payment window

At the Compensatory Time Payment window (**Figure 18**), perform one of the following functions:

- To **delete** accounting from a record, click the ✕ icon next to applicable line of accounting. The message pop-up *Accounting line has been deleted. To keep the line, click the CLOSE button. To confirm the delete, click the SAVE button.* will display for all transaction codes except TC 42. Click **[OK]**.

   If the line of accounting is for TC 42, the message pop-up *Deleting TC-42 accounting line will cause the deletion of all COLA,Post Dif, and AUO accounting lines. Are you sure you want to delete?* displays.

   Click **[OK]** to remove the line of accounting from the employee's record and the SPPS 1.0 database or **[Cancel]** to cancel the action.

                    OR

- To **Add** accounting, type the number equivalent to the rows of accounting that are to be entered and click **[Add]**. A row of blank fields equivalent to the number entered will display in the Accounting List section of the window. Complete the fields as indicated under **Compensatory Time Payment Window Field Instructions**.

  Note: (1) Only one accounting line with the same prefix, transaction code, suffix, and accounting classification can be established or adjusted at a time.

  (2) Accounting must validate against MASC if stored accounting is to be used. Click **[Copy]** to copy stored accounting information from one pay period record to the pay period record being processed.

3. After completing all functions, click **[Save]** to apply all changes and update the record.

   OR

4. Click **[Close]** to cancel the action and return to the previous window.

Updating Credit Hours Details

Credit hours are hours of work performed in excess of an employee's basic work requirements and which the employee elects to work so as to vary the length of a workday or a workweek.

A full-time employee on a flexible work schedule can accumulate not more than 10 credit hours. A part-time employee can accumulate not more than one-eighth of the hours in the employee's biweekly basic work requirement for carryover from a biweekly pay period, to a succeeding biweekly pay period. Full-time and part-time employees on certain alternate work schedules (AWS) are authorized to earn credit hours with agency approval and, if applicable, union agreement.

An employee is not paid basic pay or overtime pay for credit hours when they are earned unless, the employee separates or transfers to an agency which does not allow the use of credit hours. Credit hours are used in a subsequent day, week, or pay period. For more information, see **Title 5 USC Section 6101**.

To update credit hours details:

1. Search for the related transaction using the instructions under **Searching For Record Details**. The Manage Adjustments window (**Figure 8**) is displayed showing all transactions for the specified employee.

   Note: If the search doesn't return the specified transaction, the transaction must be established in the system before the payment or adjustment record can be processed.

2. Click the icon next to the SSN for the transaction that is to be adjusted. The Credit Hours Payment window (**Figure 19**) is displayed.

Figure 19. Credit Hours Payment window

3. Complete the fields as indicated under **Credit Hours Payment Window Field Instructions**.

   Note: Accounting must validate against MASC if stored accounting is to be used. Click **[Copy]** to copy stored accounting information from one pay period record to the pay period record being processed.

4. After completing all functions, click **[Save]** to apply all changes and update the record. Click **[OK]**.

                              OR

5. Click **[Close]** to cancel the action and return to the previous window.

Updating Miscellaneous Payment And Adjustment Details

Miscellaneous Payment include a variety of adjustment and payment requests for processing under this function. Following are the types of miscellaneous payments and adjustments that are processed in SPPS 1.0.

- Allowances

  - Comparability (For Agency CU, Bureau of Customs And Border Protection, use only)

  - Cost of living

  - Education

  - Foreign Advance Salary

  - Foreign language

  - Foreign post/post

  - Hazardous duty (For Agency CP, Capital of the Police, use only)

  - Health subsidy (For Agency AJ, Comptroller of the Currency, use only)

  - Horse

  - Life cycle account

  - New York City Commutation Stipend (For Agency AJ, Comptroller of the Currency, use only)

  - Quarters

  - Reassignment

  - Remote worksite

  - Retention

  - Separate maintenance

  - Travel

  - Uniform

- Differential

  - Cost of living

  - Hazardous pay

  - Nonforeign post

  - Post

- Bonuses

  - Recruitment and relocation

- Pay

  - Administratively uncontrollable overtime (AUO) - annual premium pay for overtime

- Customs officer premium rate (COPR/overtime)

- Danger

- Holiday

- Hostile fire

- Limited

- New York City Commutation Stipend (For Agency AJ, Comptroller of the Currency, use only)

- Overtime

- Overtime over 8 hours

- Overtime over 40 night differential

- Recruitment and relocation

For descriptions of the types of miscellaneous payments and adjustments that are processed in SPPS 1.0, see the **Miscellaneous Type Payments And Adjustments Table**.

To update miscellaneous payment and adjustment details:

1. Search for the related transaction using the instructions under **Searching For Record Details**. The Manage Adjustments window (**Figure 8**) is displayed showing all transactions for the specified employee.

   Note: If the search doesn't return the specified transaction, the transaction must be established in the system before the payment or adjustment record can be processed.

2. Click the 🖼 icon next to the SSN for the transaction that is to be adjusted. The Miscellaneous Payment window (**Figure 20**) is displayed.

Figure 20. Miscellaneous Payment window

3. Complete the fields as indicated under **Miscellaneous Payment Window Field Instructions**.

To process COLA and post differential transactions, enter the Acct, Hours, Rate and Percentage fields. If no time and attendance was paid in the PPS, enter the hours and the COLA or post differential percentage rate to be paid. Do not enter the per annum rate. If the percentage rate is system-generated, it can be changed.

Enter the Acct, Hours and Rate fields for the following transactions:

- COPR O/T
- Danger pay
- Hazardous pay differential
- Holiday pay
- Overtime over 8 - taxable
- Overtime over 40 night differential - taxable
- Overtime - taxable
- Standby AUO available - taxable

Enter the Acct and Gross Amount field for the following transactions:

- Comparability allowance
- Foreign advance payment
- Foreign language allowance
- Foreign post allowance
- Horse allowance
- Hostile fire pay
- Life cycle account
- Limited pay
- Post allowance
- Quarters
- Reassignment allowance
- Recruitment allowance
- Relocation allowance
- Remote worksite allowance
- Retention allowance
- Separate maintenance allowance
- Travel
- Uniform allowance

Note: Accounting must validate against MASC if stored accounting is to be used. Click **[Copy]** to copy stored accounting information from one pay period record to the pay period record being processed.

4. After completing all functions, click **[Save]** to apply all changes and update the record. Click **[OK]**.

<div align="center">**OR**</div>

5. Click **[Close]** to cancel the action and return to the previous window.

Updating Settlement Backpay Details

A settlement back payment (settlement backpay) is a court-ordered payment that restores all or part of an employee's pay with or without interest. The loss may have resulted in the withdrawal, reduction, or denial of pay due to an unjustified or unwarranted personnel action, unfair labor practice, grievance, etc.

The settlement amount to which an employee is entitled must include premium pay and any changes that would affect the amount of pay, allowances, and differential which the employee would have earned if the unjustified or unwarranted personnel action had not occurred.

Authorized deductions which include retirement deductions computed on gross basic pay for the period of separation, federal and state taxes computed on net back pay after deductions for interim net earnings, and health benefits premiums, if any, may be made from the remaining back pay due the employee.

For more information on back payments of settlement cases, see:

Title 5 550.805(c) (reference (1))

Title 5 CFR 550.805(e) (reference (b))

Title 5 USC 5551 (a) (reference (b))

Title 5 USC 5596 (reference (b))

Title 5 USC 8334(c) (reference (b))

The following types of settlement back payment cases are processed in SPPS 1.0.

- Settlement/Compensation damages (compdam) non-taxable

- Settlement/Compdam taxable

- Fair Labor Standards Act (FLSA)

- Sunday differential

- Non-tax miscellaneous

- Settlement/compdam non-tax with interest

- Settlement/compdam tax w/interest

- FLSA with interest

- Sunday differential with interest

- Non-tax miscellaneous with interest

- Interest

For descriptions of the types of settlement cases that are processed in SPPS 1.0, see the **Settlement Type Codes Table**.

To update settlement backpay details:

1. Search for the related transaction using the instructions under **Searching For Record Details**. The Manage Adjustments window (**Figure 8**) is displayed showing all transactions for the specified employee.

   Note: If the search doesn't return the specified transaction, the transaction must be established in the system before the payment or adjustment record can be processed.

2. Click the 🖿 icon next to the SSN for the transaction that is to be adjusted. The Settlement Backpay window (**Figure 21**) is displayed.

Figure 21. Settlement Backpay window

3. Complete the fields as indicated under **Settlement Backpay Window Field Instructions**.

   Note: Accounting must validate against MASC if stored accounting is to be used. Click **[Copy]** to copy stored accounting information from one pay period record to the pay period record being processed.

4. After completing all functions, click **[Save]** to apply all changes and update the record. Click **[OK]**.

<p align="center">**OR**</p>

5. Click **[Close]** to cancel the action and return to the previous window.

Updating Accounting Details

SPPS 1.0 allows users to process accounting and interest details relating to settlement back payment and adjustment cases. However, only one line of accounting with the same prefix, transaction code, suffix, and accounting classification can be established or adjusted at a time.

To establish or update accounting details for a settlement case:

1. Search for the related transaction using the instructions under **Searching For Record Details**. The Manage Adjustments window (**Figure 8**) is displayed showing all transactions for the specified employee.

    Note: If the search doesn't return the specified transaction, the transaction must be established in the system before the payment or adjustment record can be processed.

2. Click the 🖳 icon next to the SSN for the transaction that is to be adjusted. The Settlement Backpay window (**Figure 21**) is displayed.

3. Complete the fields as indicated under **Settlement Backpay Window Field Instructions**.

4. Click **[Accounting]**. The Agency Accounting Detail window (**Figure 22**) is displayed.

Figure 22. Agency Accounting Detail window

At the Agency Accounting Detail window (**Figure 22**), perform one of the following functions:

To **change** an established line of accounting or split an amount into multiple accounting lines for a settlement back payment, click **[Edit]**. The **[Update]** and **[Cancel]** command buttons will display. Complete the fields as indicated under **Agency Accounting Detail Window Field Instructions**.

Note: To calculate interest for the settlement back payment, a new adjusted salary must be entered. The new adjusted salary must be greater than the contract salary.

After completing the applicable fields, click **[Update]** to update the record or **[Cancel]** to cancel the action.

<div align="center">**OR**</div>

- To **delete** a line of accounting that is currently being entered, click the ✕ icon next to the applicable line. The line of accounting is removed.

  Note: (1) The first accounting line is the original accounting line for the settlement, and cannot be deleted. If the settlement has interest, then the second accounting line will be the interest amount and cannot be deleted either.

  (2) Accounting for a settlement case that is already established must be deleted from the Manage Adjustments window (**Figure 8**).

<div align="center">**OR**</div>

- To **add** accounting, type the number equivalent to the rows of accounting that are to be entered and click **[Add]**. A row of blank fields for the number entered will display in the Accounting List section of the window. Complete the fields as indicated under **Agency Accounting Detail Window Field Instructions**.

  Note: (1) All accounting lines must be assigned an accounting code and validate against MASC if stored accounting is to be used. Click **[Copy]** to copy stored accounting information from one pay period record to the pay period record being processed.

  (2) To calculate interest payments, a new adjusted salary must be entered. The new adjusted salary must be greater than the contract salary. Click **[Calculate]** to **compute** the amount fields for the transaction being processed.

  (3) After all functions have been completed, and the transaction has successfully processed, the **[Balance Indicator]** check box on the Agency Accounting Detail window (**Figure 22**) will display a checkmark to confirm that the accounting information is balanced.

5. Click **[Close]** to return to the previous window.

Updating Student Loan Repayment Details

The Federal Student Loan Repayment Program authorizes agencies to set up their own student loan programs to attract or retain highly qualified employees. The program permits agencies to repay certain types of Federally insured student loans as recruitment or retention incentives for candidates or current employees of the agency. The student loan repayment benefits may be offered in conjunction with recruitment and relocation bonuses and retention allowances. Student loan repayment benefits may also be used in conjunction with a physicians comparability allowance (PCA). However, the amount of the PCA must be reduced by the amount of the student loan repayment.

Eligibility

All employees are eligible for student loan repayment benefits, unless they are specifically excluded by law or regulations (e.g., Schedule C appointee). Following is a list of employees who qualify for student loan repayment benefits:

- Temporary employees who are serving on appointments leading to conversion to term or permanent appointments

- Term employees with at least 3 years left on their appointment

- Permanent employees (including part-time employees)

- Employees serving on excepted appointments with conversion to term, career, or career conditional appointments (including, but not limited to, Career Intern or Presidential Management Intern appointments)

Loans That Qualify Under The Federal Student Loan Repayment Plan

A student loan is eligible if it made, insured, or guaranteed under parts B, D, or E of Title IV of the Higher Education Act of 1965 or a health education assistance loan made or insured under Part A of Title VII of the Public Health Service Act. Loans covered under the Higher Education Act of 1965 include:

- Federal Stafford loans - Federal subsidized, Federal unsubsidized, direct subsidized, and direct unsubsidized loans

- Federal Plus loans - Federal and Direct Plus loans

- Federal Consolidation loans - direct subsidized, direct unsubsidized, and Federal Consolidation loans

- Federal Perkins loan

- Loans made or insured under the Public Health Service Act - nursing student, health profession student, and health education assistance loan programs

Limitations

Although the student loan is not forgiven, agencies may make payments to the loan holder of up to a maximum of $10,000 per employee per calendar year and a total of $60,000 per employee. To limit the total amount of all payments, agencies are responsible for monitoring, tracking, and ensuring that the student loan repayments do not exceed the outstanding student loan balance.

Service Agreement

An employee receiving this benefit must sign a service agreement to remain in the service of the paying agency for a period of at least three years. An employee must reimburse the paying agency for all benefits received if he/she is separated voluntarily or separated involuntarily for cause or poor performance. In addition, the employee must maintain an acceptable level of performance in order to continue to receive repayment benefits.

Reports And Records

Agencies must keep a record of student loan repayments and make the records available for review upon request. Records may be destroyed after three years or after OPM formally evaluates the program, whichever comes first.

Agencies are required to report annually to OPM on the use of the student loan repayment authority. Before January 1 of each year, agencies must submit their reports for the previous fiscal year. The report must contain:

- The number of employees selected to received the benefit

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- The job classifications of the recipient

- The cost to the Federal Government of providing the loan repayment

OPM uses the information in its annual report to Congress on the agencies use of the student loan repayment program.

Tax Liability

Agencies that repay student loans incurred by employees, must include repayments in the employee's gross income and in wages for Federal employment tax purposes.

Agency Responsibility

The agency authorizing the benefit is responsible for ensuring that the student loan repayment regulations are adhered to. This includes monitoring and tracking the calendar year maximum benefits and the maximum career benefit, as well as ensuring that the student loan repayment does not exceed the outstanding student loan balance.

Agencies must also monitor the calendar year and career maximum benefits for employees who transfer into the PPS and have already had student loan repayments. The PPS does not capture student loan repayments that were made by the prior agency not serviced by NFC.

While the student loan repayment is not considered to be a deduction, it is recorded as a receipt account. The gross amount of the student loan repayment benefit is recorded as supplemental income to the employee, as well as the deductions FICA, Medicare, Federal, state, and local income taxes. All payment data pertaining to student loan repayments processed through SPPS 1.0 is provided to agencies, upon request.

For more student loan repayment information, see:

Title 5 USC 2105

Title 5 USC 5370

Title 5 USC 5379

Title 5 USC 5379(h)(1)

Title 5 CFR 537.104

Title 5 CFR 537.110

Title 5 CFR 595.105(e)

To update student loan repayment details:

1. Search for the related transaction using the instructions under **Searching For Record Details**. The Manage Adjustments window (**Figure 8**) is displayed showing all transactions for the specified employee.

   Note: If the search doesn't return the specified transaction, the transaction must be established in the system before the payment or adjustment record can be processed.

2. Click the 🖼 icon next to the SSN for the transaction that is to be adjusted. The Student Loan Repayment window (**Figure 23**) is displayed.

Figure 23. Student Loan Repayment window

At the Student Loan Repayment window (**Figure 23**), perform one of the following functions:

- To **delete** a line of accounting, click the ✕ icon on the applicable line of accounting. The line of accounting is removed from the employee's record and the SPPS 1.0 database.

    OR

- To **Add** accounting, type the number equivalent to the rows of accounting that are to be entered and click **[Add]**. A row of blank fields equivalent to the number entered will display in the Accounting List section of the window. Complete the fields as indicated under **Student Loan Repayment Window Field Instructions**

Note: (1) Use TC 56, Student Loan Process, to process student loan repayments.

(2) Use Suffix Code 00, Student Loan Process, to process loan repayments and adjustments for all agencies except Agency 56, Department of Commerce, Patent and Trademark Office (PTO). Suffix Code 01, Education Assistance Program, is used to process loan repayments and adjustments for Agency 56.

(3) Accounting must validate against MASC if stored accounting is to be used. Click **[Copy]** to copy stored accounting information from one pay period record to the pay period record being processed.

3. After completing all functions, click **[Save]** to apply all changes and update the record. Click **[OK]**.

4. Click **[Close]** to return to the previous window.

Using SPPS 1.0

Requesting SPPS 1.0 Reports

SPPS 1.0 allows users to view and request status and suspense reports for transactions processed in SPPS 1.0. The reports include information related to the salary, time and attendance, employment status, etc., that is generated from the PPS database. Users may choose the automatic reporting feature to generate report, or select specific reports to be executed daily. Additionally, batch reports may be printed automatically each day at agency locations.

Reports associated with SPPS 1.0 payment and adjustment processing are described below:

- **Agency Outstanding Transaction Report**. This report contains transactions that were established, but did not complete the processing cycle.

- **Agency Transaction Processed Report**. This report contains transactions that were established and completed the processing cycle.

- **Agency Leave To Be TINQed**. This report contains transactions that were established to correct leave data, and transfer leave data from donors to approved leave recipients participating in the Leave Sharing Program.

- **Student Loan Repayments**. This report contains transactions that were established and processed to repay student loans incurred by employees who agree to remain in the service of the paying agency for a period of at least three years. The repayments are used as recruitment or retention incentives for hiring highly qualified employees.

To request an SPPS 1.0 report:

1. At the SPPS 1.0 Login pop-up (**Figure 4**), click **[Report]**. The Report List window (**Figure 24**) is displayed.

Figure 24. Report List window

2. Complete the fields as indicated under **Reports List Window Field Instructions**.

3. After the information is entered, click **[Submit]**. The requested report is displayed.

Figure 25. Sample of SPPS 1.0 Outstanding Transacion Report

4. Click **[Home]** to return to the SPPS 1.0 Login pop-up (**Figure 4**).

Viewing Interest Information

SPPS 1.0 allows users to view interest rates and dates that calculates payment and adjustment transactions for settlement cases processed in SPPS 1.0. The interest rate and date information is provided by IRS and updated by NFC.

To view interest rate and date information:

1. At the SPPS 1.0 Login pop-up (**Figure 4**), click **[Interest]**. The Interest pop-up (**Figure**) is displayed.

Figure 26. Interest pop-up

2. Type in the 4-digit year (*yyyy*) and click **[Search]** to display the desired information. For complete field descriptions, see **Interest Pop-up Fields Descriptions**.

3. Click **[Close]** to return to the SPPS 1.0 Login pop-up (**Figure 4**).

Field Descriptions And Instructions

This section presents the following topics:

Field Instructions For Getting Started In SPPS 1.0

Field Descriptions and Instructions For Using SPPS 1.0

Getting Started In SPPS 1.0 Field Instructions

This section presents the following topics:

SPPS 1.0 Login Pop-up Field Instructions

The SPPS 1.0 Login pop-up (**Figure 4**) is used to log into SPPS 1.0.

User ID　　　　　This field is either for entering or viewing the SPPS 1.0 user ID of the individual who processed/is processing the request of action. If entering a request for action, type the 6-8 position assigned identification number.

Password　　　　　Type your SPPS 1.0 password.

Change Password Pop-up Field Instructions

The Change Password pop-up (**Figure 6**) is used to change a user's password. The password may be changed at any time but not more than once a day.

User ID　　　　　This field is either for entering or viewing the SPPS 1.0 user ID of the individual who processed/is processing the request of action. If entering a request for action, type the 6-8 position assigned identification number.

Password　　　　　Type your SPPS 1.0 password.

New Password　　　　　Type your new SPPS 1.0 password.

Confirm Password　　　　　Re-type your new SPPS 1.0 password.

Using SPPS 1.0 Field Descriptions And Instructions

This section presents the following topics:

Manage Adjustments Window Field Instructions

The Manage Adjustments window (**Figure 8**) is used to:

- Search for a related transaction

- Initiate the establishment of a payment and/or adjustment record

- Update and delete record details

- View and request SPPS 1.0 reports

- View the interest dates and rates used in SPPS 1.0 processing.

For instructions on using the Manage Adjustments window (**Figure 8**), see **Establishing Agency Organization Structure And Contact Information**.

SSN
This field is either for entering or viewing the employee's 9-digit SSN. If entering an SSN, type the nine numeric digits. Do not type dashes or hyphens.

AG
This field is either for entering or viewing the agency or bureau code for the office submitting the request for action. Agency and bureau codes can be found in TMGT Table 023, Agency/Bureau.

POI

This field is either for entering or viewing the 4-digit personnel office identifier (POI) code for the office submitting the request for action. POI codes can be found in TMGT Table 001, Personnel Office Identifier Name And Address.

User ID

This field is either for entering or viewing the SPPS 1.0 user ID of the individual who processed/is processing the request of action. If entering a request for action, type the 6-8 position assigned identification number.

Search Status Cd

Click the drop-down arrow to display the drop-down list and select the status code for the type of transaction to be displayed from the search. For definitions of the valid values, see the **Search Status Codes Table**.

SSN

This field is either for entering or viewing the employee's 9-digit SSN. If entering an SSN, type the nine numeric digits. Do not type dashes or hyphens.

AG

This field is either for entering or viewing the agency or bureau code for the office submitting the request for action. Agency/bureau codes can be found in TMGT Table 023, Agency/Bureau.

ST

This field displays the processing status of the transaction. For definitions of the valid values, see the **Status Codes Table**.

PP

This field is either for entering or viewing the pay period in which the action occurred. If multiple pay periods are involved, it is the beginning pay period in which the action occurred.

Year

This field is either for entering or viewing the pay period year. If entering the year, type the 4-digit year (*yyyy*) in which the action occurred. If multiple pay periods are involved, it is the beginning pay period year in which the action occurred. If requesting a report, type the 4-digit year (*yyyy*) for the report being requested. If searching for information, type the 4-digit calendar year (*yyyy*) in which the search to locate data will be performed.

Sched #

This field displays the record keeping system number assigned by NFC for the pay period that is currently being processed. It is used to identify the accounting payment (financial allotment) or collection process (TSP loan payment or disbursement) for the applicable transactions being submitted. The schedule number is assigned as follows:

- **1st digit** - FY (fiscal year)

- **2nd digit** - Payroll Schedule B

- **3rd-4th digits** - Pay period number

- **5th-6th digits** - Sequential # 01-50 (EFT payments) 51-99 (paper checks)

Recvd Date	This field displays the date the request for action was entered in SPPS 1.0.
Reply Date	This field displays the date the transaction was completed and paid. If this field is blank, the transaction is still pending.
NFC Ind	This field displays Code **Y**, (yes), if NFC is processing the request for action. Otherwise, this field is blank.
User ID	This field is either for entering or viewing the SPPS 1.0 user ID of the individual who processed/is processing the request of action. If entering a request for action, type the 6-8 position assigned identification number.
Type Adjustment	This field displays the type of transaction being processed. For descriptions of the types of adjustments that are processed in SPPS 1.0, see the **Types Of Adjustments Table**.

Add Adjustment Window Field Instructions

The Add Adjustment window (**Figure 9**) is used to initiate the establishment of a payment and/or adjustment record in SPPS 1.0. The Type of Adjustment field defines the type of details that are required to establish the record. For information on using the Add Adjustment window (**Figure 9**), see **Establishing Agency Organization Structure And Contact Information**.

Add Information

SSN	This field is either for entering or viewing the employee's 9-digit SSN. If entering an SSN, type the nine numeric digits. Do not type dashes or hyphens.
First	This field is either for entering or viewing the employee's first name.
Middle	This field is either for entering or viewing the employee's middle initial.
Last	This field is either for entering or viewing the employee's last name.
AG	This field is either for entering or viewing the agency or bureau code for the office submitting the request for action. Agency and bureau codes can be found in TMGT Table 023, Agency/Bureau.
POI	This field is either for entering or viewing the 4-digit personnel office identifier (POI) code for the office submitting the request for action. POI codes can be found in TMGT Table 001, Personnel Office Identifier Name And Address.

PP

This field is either for entering or viewing the pay period in which the action occurred. If multiple pay periods are involved, it is the beginning pay period in which the action occurred.

Yr

This field is either for entering or viewing the pay period year. If entering the year, type the 4-digit year (*yyyy*) in which the action occurred. If multiple pay periods are involved, it is the beginning pay period year in which the action occurred. If requesting a report, type the 4-digit year (*yyyy*) for the report being requested. If searching for information, type the 4-digit calendar year (*yyyy*) in which the search to locate data will be performed.

Type Payment

This field is either for selecting or viewing the type of payment that describes the request for action being processed. To choose a payment type, click the drop-down arrow to display the drop-down list and select the type of payment transaction being processed. For descriptions of the types of payments that are processed in SPPS 1.0, see the **Type Payment Codes Table**.

Receive Date

This field displays the date the request for action was entered in SPPS 1.0.

Contact Person

First Name

Type the first name of the individual to be contacted for information related to the request for action.

Last Name

Type the last name of the individual to be contacted for information related to the request for action.

Phone Number

Type the telephone number beginning with the area code for the individual to be contacted for information related to the request for action. The telephone number must be typed in the **xxx-xxx-xxxx** format.

NFC Process

Click this check box to authorize NFC to process the transaction.

Caution: When the **[NFC Process]** check box is selected, all payments and adjustments to this record thereafter, will be processed by NFC only.

Type of Adjustment

This field is either for selecting or viewing the type of adjustment that describes the request for action being processed. To choose the types of adjustment, click the drop-down arrow to display the drop-down list and select the type of adjustment transaction being processed. For descriptions of the types of adjustments that are processed in SPPS 1.0, see the **Types Of Adjustments Table**.

Agency Remarks

Type any agency remarks that are necessary for processing the transaction. A narrative description is required if the **[NFC Process]** check box is selected.

Update Adjustment Window Field Instructions

The Update Adjustment window (**Figure 9**) is used to update the agency organizational structure and contact information for payment and adjustment records. For instructions on using the Update Adjustment window (**Figure 9**), see **Updating Agency Organization Structure And Contact Information**.

Add Information

SSN	This field is either for entering or viewing the employee's 9-digit SSN. If entering an SSN, type the nine numeric digits. Do not type dashes or hyphens.
First	This field is either for entering or viewing the employee's first name.
Middle	This field is either for entering or viewing the employee's middle initial.
Last	This field is either for entering or viewing the employee's last name.
AG	This field is either for entering or viewing the the agency or bureau code for the office submitting the request for action. Agency and bureau codes can be found in TMGT Table 023, Agency/Bureau.
POI	This field is either for entering or viewing the 4-digit personnel office identifier (POI) code for the office submitting the request for action. POI codes can be found in TMGT Table 001, Personnel Office Identifier Name And Address.
PP	This field is either for entering or viewing the pay period in which the action occurred. If multiple pay periods are involved, it is the beginning pay period in which the action occurred.
Yr	This field is either for entering or viewing the pay period year. If entering the year, type the 4-digit year (*yyyy*) in which the action occurred. If multiple pay periods are involved, it is the beginning pay period year in which the action occurred. If requesting a report, type the 4-digit year (*yyyy*) for the report being requested. If searching for information, type the 4-digit calendar year (*yyyy*) in which the search to locate data will be performed.
Type Payment	This field is either for selecting or viewing the type of payment that describes the request for action being processed. To choose a payment type, click the drop-down arrow to display the drop-down list and select the type of payment transaction being processed. For descriptions of the types of payments that are processed in SPPS 1.0, see the **Type Payment Codes Table**.
Receive Date	This field displays the date the request for action was entered in SPPS 1.0.

Contact Person

First Name   Type the first name of the individual to be contacted for information related to the request for action.

Last Name   Type the last name of the individual to be contacted for information related to the request for action.

Phone Number   Type the telephone number beginning with the area code for the individual to be contacted for information related to the request for action. The telephone number must be typed in the **xxx-xxx-xxxx** format.

NFC Process   Click this check box to authorize NFC to process the transaction.

                            Caution: When the **[NFC Process]** check box is selected, all payments and adjustments to this record thereafter, will be processed by NFC only.

Type of Adjustment   This field is either for selecting or viewing the type of adjustment that describes the request for action being processed. To choose the types of adjustment, click the drop-down arrow to display the drop-down list and select the type of adjustment transaction being processed. For descriptions of the types of adjustments that are processed in SPPS 1.0, see the **Types Of Adjustments Table**.

Agency Remarks   Type any agency remarks that are necessary for processing the transaction. A narrative description is required if the **[NFC Process]** check box is selected.

Check Mailing Address Window Field Instructions

The Check Mailing Address window (**Figure 11**) is used to update and/or verify check mailing addresses and financial institution/organization details in SPPS 1.0 with details stored in the Payroll/Personnel System database. While the details are used to process a payment or adjustment transaction in SPPS 1.0, no changes occur to the address in the Payroll/Personnel System database. For instructions on using the Check Mailing Address window (**Figure 11**), see **Updating Check Mailing Addresses**.

Employee

SSN   This field is either for entering or viewing the employee's 9-digit SSN. If entering an SSN, type the nine numeric digits. Do not type dashes or hyphens.

First   This field is either for entering or viewing the employee's first name.

Middle   This field is either for entering or viewing the employee's middle initial.

Last   This field is either for entering or viewing the employee's last name.

AG   This field is either for entering or viewing the agency or bureau code for the office submitting the request for action. Agency and bureau codes can be found in TMGT Table 023, Agency/Bureau.

POI   This field is either for entering or viewing the 4-digit personnel office identifier (POI) code for the office submitting the request for action. POI codes can be found in TMGT Table 001, Personnel Office Identifier Name And Address.

Mailing Address

Street   Type the street address where the employee's salary payment will be mailed, if a mailing address is designated.

City   Type the name of the city where the employee's salary payment will be mailed.

State   This field displays the abbreviated code for the state where the employee's salary payment will be mailed, if a mailing address is designated. If the duty station is located outside one of the 50 states, it is the 2-position alpha country code in the state portion of the field. For more information on valid state, city, and country codes, see TMGT Table 016, Geographical Location Codes With Names Table.

Zip Code   This field is either for entering or viewing the ZIP code. If entering this code, type the 5-digit ZIP code and/or the optional ZIP+4 code for the state and country where the employee's salary payment will be mailed.

OR

Designated Agent Code This field is either for entering or viewing the code that identifies the agency or bureau designated to receive employee's salary payments.

OR

Routing Information

Type of Account   Type the code **C** (checking), or **S** (savings), to identify the type of financial account where the allotments will be directly deposited or electronically transferred, if the employee's salary payments are being sent to a financial institution/organization.

Account DD/EFT Number   This field is either for entering or viewing the account number for the checking or savings account where the financial allotment will be directly deposited, if the employee's salary payments are being sent to a financial institution/organization.

Routing Number   Type the routing number that identifies where the allotment will be directly deposited or electronically transferred.

Payee Name Other Than Employee Name

Payee Name   This field is either for entering or viewing the payee name. If the payee's name is different from the employee's name, type the first name, middle initial, and last name of the individual being paid. Otherwise, leave this field blank. If the payee's name is entered, supervisory approval is required.

Computation List Pop-up Field Descriptions

The Computation List pop-up (**Figure 12**) is used to view all payment and adjustment computations including accounting computations that were performed in the process of establishing, updating, and/or crediting a transaction. However, these details are only viewed after the transaction has successfully processed. For instruction on viewing the Computation List pop-up (**Figure 12**), see **Viewing Computation And Accounting Details**.

Employee

SSN   This field is either for entering or viewing the employee's 9-digit SSN. If entering an SSN, type the nine numeric digits. Do not type dashes or hyphens.

First   This field is either for entering or viewing the employee's first name.

Middle   This field is either for entering or viewing the employee's middle initial.

Last   This field is either for entering or viewing the employee's last name.

AG   This field is either for entering or viewing the agency or bureau code for the office submitting the request for action. Agency and bureau codes can be found in TMGT Table 023, Agency/Bureau.

POI   This field is either for entering or viewing the 4-digit personnel office identifier (POI) code for the office submitting the request for action. POI codes can be found in TMGT Table 001, Personnel Office Identifier Name And Address.

Type Adjustment

This field displays the type of transaction being processed. For descriptions of the types of adjustments that are processed in SPPS 1.0, see the **Types Of Adjustments Table**.

Schedule Number

This field displays the record keeping system number assigned by NFC for the pay period that is currently being processed. It is used to identify the accounting payment (financial allotment) or collection process (TSP loan payment or disbursement) for the applicable transactions being submitted. The schedule number is assigned as follows:

- **1st digit** - FY (fiscal year)

- **2nd digit** - Payroll Schedule B

- **3rd-4th digits** - Pay period number

- **4th-6th digits** - Sequential # 01-50 (EFT payments) 51-99 (paper checks)

Pay Period

This field displays the pay period in which the action occurred. If multiple pay periods are involved, it is the beginning pay period in which the action occurred.

Year

This field is either for entering or viewing the pay period year. If entering the year, type the 4-digit year (*yyyy*) in which the action occurred. If multiple pay periods are involved, it is the beginning pay period year in which the action occurred. If requesting a report, type the 4-digit year (*yyyy*) for the report being requested. If searching for information, type the 4-digit calendar year (*yyyy*) in which the search to locate data will be performed.

Type

This field displays the type of deductions that are being processed for the transaction.

In/Debit Amt

This field displays the amount of the payment or adjustment transaction being processed.

Out/Credit Amt

This field displays the amount of the credit payment or adjustment transaction being processed.

Difference

This field displays the monetary difference between the in/debit amount and the out/credit amount for an over deduction or under deduction.

In/Debit Codes

This field displays the code identifier for the payment or adjustment transaction being processed.

Out/Credit Codes This field displays the code identifier for the credit payment or adjustment transaction being processed.

Accounting List

D/C This field displays the Code **1** (debit), **2** (credit), or **3** (both) to identify the type of payment or adjustment transaction being processed.

Pre This field displays the prefix code for the applicable transaction code.

TC This field displays the code for the transaction being processed.

Suf This field displays the suffix code for the applicable transaction code.

Hours This field is either for entering or viewing the hours that apply to the transaction. If entering hours, type the number of whole and quarter hours. If fractions must be recorded, type a "." (period) and the fraction in the last 2 postions.

Rate This field displays the code that indicates how the employee will be paid. For descriptions of the rate codes used in SPPS 1.0, see the **Rate Codes Table**.

Amount This field is either for entering or viewing the amount of the transaction being paid, updated, or credited. If entering this field, to record cents, type a "." (period) and the cents in the last 2 positions.

Accounting This field is either for entering or viewing the accounting appropriation code used to charge an agency or bureau for processing the transaction.

Cls This field displays the class code for meals.

No This field displays the number of meals being charged.

Certify Adjustment Window Field Instructions

The Certify Adjustment window (**Figure 13**) is used to certify or uncertify all payments and adjustments prior to being processed in SPPS 1.0. The function indicates if a payment or adjustment request has been received, the required data has been entered, and the record is ready for system verification, prior to approval. For instruction on using the Certify Adjustment window (**Figure 13**), see **Certifying/Uncertifying A Transaction**.

Certified User ID	This field displays the user ID the individual who confirmed and certified that the request has been received, the required data has been entered, and the record is ready for system verification, prior to approval.
Remarks	Type any NFC remarks related to the payment or adjustment transaction being processed.

Payment Inquiry Pop-up Field Descriptions

The Payment Inquiry pop-up (**Figure 12**) is used to view completed payment and adjustment details on transaction windows. These details can be viewed only after the transaction has been successfully entered. For instructions on viewing the Payment Inquiry pop-up (**Figure 12**), see **Viewing Transaction Details**.

Employee

SSN	This field is either for entering or viewing the employee's 9-digit SSN. If entering an SSN, type the nine numeric digits. Do not type dashes or hyphens.
First	This field is either for entering or viewing the employee's first name.
Middle	This field is either for entering or viewing the employee's middle initial.
Last	This field is either for entering or viewing the employee's last name.
AG	This field is either for entering or viewing the agency or bureau code for the office submitting the request for action. Agency and bureau codes can be found in TMGT Table 023, Agency/Bureau.
POI	This field is either for entering or viewing the 4-digit personnel office identifier (POI) code for the office submitting the request for action. POI codes can be found in TMGT Table 001, Personnel Office Identifier Name And Address.

T&A Contact Point

State Code	This field displays the 2-digit state code for the office submitting the request for action. If the duty station is located outside one of the 50 states, it is the 2-position alpha country code in the state portion of the field. For more information on valid state, city, and country codes, see TMGT Table 016, Geographical Location Codes With Names Table.

City Code	This field is for viewing the 4-digit city code within the state for the office submitting the request for action.

Unit	This field displays the 2-digit unit code for the T&A contact point.

Timekeeper	This field displays the agency or bureau-assigned timekeeper's code for the T&A contact point.

<div align="center">**OR**</div>

Designated Agent Code	This field is either for entering or viewing the code that identifies the agency or bureau designated to receive employee's salary payments.

Payee Name	This field is either for entering or viewing the payee name. If the payee's name is different from the employee's name, type the first name, middle initial, and last name of the individual being paid. Otherwise, leave this field blank. If the payee's name is entered, supervisory approval is required.

Check Mailing Address

Street Address	This field displays the check mailing address where the salary payments will be mailed.

City	Type the name of the city where the employee's salary payment will be mailed.

State Code	This field displays the 2-digit state code for the office submitting the request for action. If the duty station is located outside one of the 50 states, it is the 2-position alpha country code in the state portion of the field. For more information on valid state, city, and country codes, see TMGT Table 016, Geographical Location Codes With Names Table.

Zip Code	This field is either for entering or viewing the ZIP code. If entering this code, type the 5-digit ZIP code and/or the optional ZIP+4 code for the state and country where the employee's salary payment will be mailed.

Or Bank Deposit

Type of Account	This field displays the code **C** (checking), or **S** (savings), to identify the type of financial account where the allotments will be directly deposited or electronically transferred, if the employee's salary payments are being sent to a financial institution/organization.

Account DD/EFT Number	This field is either for entering or viewing the account number for the checking or savings account where the financial allotment will be directly deposited, if the employee's salary payments are being sent to a financial institution/organization.

Routing Number   This field displays the routing number where the allotment will be directly deposited or electronically transferred.

Schedule Number   This field displays the record keeping system number assigned by NFC for the pay period that is currently being processed. It is used to identify the accounting payment (financial allotment) or collection process (TSP loan payment or disbursement) for the applicable transactions being submitted. The schedule number is assigned as follows:

- **1st digit** - FY (fiscal year)

- **2nd digit** - Payroll Schedule B

- **3rd-4th digits** - Pay period number

- **4th-6th digits** - Sequential # 01-50 (EFT payments) 51-99 (paper checks)

Financial Allotments and TSP Loan

Routing Number   This field displays the routing number where the allotment will be directly deposited or electronically transferred.

Acct Number   This field is either for entering or viewing the checking or savings account number for the financial allotment and/or TSP loan payment.

Amount   This field is either for entering or viewing the amount of the transaction being paid, updated, or credited. If entering this field, to record cents, type a "." (period) and the cents in the last 2 positions.

Sched Num   This field displays the record keeping system number assigned by NFC for the pay period that is currently being processed. It is used to identify the accounting payment (financial allotment) or collection process (TSP loan payment or disbursement) for the applicable transactions being submitted. The schedule number is assigned as follows:

- **1st digit** - FY (fiscal year)

- **2nd digit** - Payroll Schedule B

- **3rd-4th digits** - Pay period number

- **4th-6th digits** - Sequential # 01-50 (EFT payments) 51-99 (paper checks)

Disbursement Date   This field displays the date that the payment or disbursement will be submitted to the financial institution/organization, if the employee's salary payments are being sent to a financial institution/organization.

Disbursement Amount	This field displays the disbursement amount being submitted to the financial institution/organization, if the employee's salary payments are being sent to a financial institution/organization.

Remarks/Notebook Window Field Instructions

The Remarks/Notebook window (**Figure 15**) is used to document any information that relates to a specific transaction being processed. For instructions on using the Remarks/Notebook window (**Figure 15**), see **Adding Remarks**.

Employee

SSN	This field is either for entering or viewing the employee's 9-digit SSN. If entering an SSN, type the nine numeric digits. Do not type dashes or hyphens.
First	This field is either for entering or viewing the employee's first name.
Middle	This field is either for entering or viewing the employee's middle initial.
Last	This field is either for entering or viewing the employee's last name.
AG	This field is either for entering or viewing the agency or bureau code for the office submitting the request for action. Agency and bureau codes can be found in TMGT Table 023, Agency/Bureau.
POI	This field is either for entering or viewing the 4-digit personnel office identifier (POI) code for the office submitting the request for action. POI codes can be found in TMGT Table 001, Personnel Office Identifier Name And Address.
NFC Remarks	This field displays any NFC remarks that are necessary for processing the transaction.

Agency Remarks

Note Text	Type any agency remarks that are necessary for processing the transaction. A narrative description is required if the **[NFC Process]** check box is selected.

Annual/Restored Leave Payments Window Field Instructions

The Annual/Restored Leave Payments window (**Figure 16**) is used to process annual and restored leave payment and adjustment transactions. For instruction on using the Annual/Restored Leave Payments window (**Figure 16**), see **Updating Annual/Restored Leave Details**.

Employee

SSN
This field is either for entering or viewing the employee's 9-digit SSN. If entering an SSN, type the nine numeric digits. Do not type dashes or hyphens.

First
This field is either for entering or viewing the employee's first name.

Middle
This field is either for entering or viewing the employee's middle initial.

Last
This field is either for entering or viewing the employee's last name.

AG
This field is either for entering or viewing the agency or bureau code for the office submitting the request for action. Agency and bureau codes can be found in TMGT Table 023, Agency/Bureau.

POI
This field is either for entering or viewing the 4-digit personnel office identifier (POI) code for the office submitting the request for action. POI codes can be found in TMGT Table 001, Personnel Office Identifier Name And Address.

Address Checked
This field displays a check mark to indicate that an address has been confirmed.

Balance Indicator
This field displays a check mark to indicate that the transaction is balanced and ready for processing.

Computation Checked
This field displays a check mark to indicate that all payment and accounting calculations related to the transaction have been confirmed.

Certified By
This field displays the user ID of the individual who confirmed and certified that the transaction had been received, the required data had been entered, and the record is ready for system verification, prior to approval.

Approved By
This field is either for entering or viewing the user ID of the supervisor or authorizing official who authorized the processing of the transaction.

Stored Accounting

Acct
This field is either for entering or viewing the accounting appropriation code used to charge an agency or bureau for processing the transaction.

T&A Contact Point

Agency

This field is either for entering or viewing the agency or bureau code for the office submitting the request for action. Agency and bureau codes can be found in TMGT Table 023, Agency/Bureau.

State Code

This field displays the 2-digit state code for the office submitting the request for action. If the duty station is located outside one of the 50 states, it is the 2-position alpha country code in the state portion of the field. For more information on valid state, city, and country codes, see TMGT Table 016, Geographical Location Codes With Names Table.

City Code

This field is for viewing the 4-digit city code within the state for the office submitting the request for action.

Unit

This field displays the 2-digit unit code for the T&A contact point.

Timekeeper

This field displays the agency or bureau-assigned timekeeper's code for the T&A contact point.

Contact Person-First Name

Type the first name of the individual to be contacted for information related to the request for action.

Last Name

Type the last name of the individual to be contacted for information related to the request for action.

Phone Number

Type the telephone number beginning with the area code for the individual to be contacted for information related to the request for action. The telephone number must be typed in the **xxx-xxx-xxxx** format.

Accounting List

D/C

This field displays Code **1** (debit), **2** (credit), or **3** (both) to identify the type of payment or adjustment transaction being processed.

Pre

This field displays the prefix code for the applicable transaction code.

TC

This field displays the transaction code for the request for action.

Suf

This field displays the suffix code applicable to the transaction code.

Hours This field is either for entering or viewing the hours that apply to the transaction. If entering hours, type the number of whole and quarter hours. If fractions must be recorded, type a "." (period) and the fraction in the last 2 postions.

Rate Type the code that indicates how the employee is being paid. For descriptions of the rate codes used in SPPS 1.0, see the **Rate Codes Table**.

Amount This field is either for entering or viewing the amount of the transaction being paid, updated, or credited. If entering this field, to record cents, type a "." (period) and the cents in the last 2 positions.

Accounting This field is either for entering or viewing the accounting appropriation code used to charge an agency or bureau for processing the transaction.

For Dual Rate Payment Only

Base Contract Salary This field displays the gross amount of the contract salary.

New Adjusted Salary This field displays the adjusted gross amount of the contract salary.

COLA Type the cost-of-living allowance percentage for the payment or adjustment transaction being processed, if applicable.

Post Dif Type the post differential percentage for the payment or adjustment transaction being processed, if applicable.

AUO Type the administratively uncontrollable overtime (AUO) percentage for the payment or adjustment transaction being processed, if applicable.

Gross Amount This field is either for entering or viewing the gross amount of the transaction being paid, updated, or credited. If entering this field, to record cents, type a "." (period) and the cents in the last 2 positions.

Net Amount This field is either for entering or viewing the net amount of the transaction being paid, updated, or credited. If entering this field, to record cents, type a "." (period) and the cents in the last 2 positions.

Tax Deductions

Federal Tax Calc This radio button indicates that a tax formula is being used to calculate Federal taxes for the payment or adjustment transaction.

Flat Rate   This radio button indicates that a percentage is being used to calculate Federal, state, city, and/or county taxes for the transaction, if applicable.

State Tax Calc   This radio button indicates that a tax formula is being used to calculate state taxes for the payment or adjustment transaction, if applicable.

Flat Rate   This radio button indicates that a percentage is being used to calculate Federal, state, city, and/or county taxes for the transaction, if applicable.

City Tax Calc   This radio button indicates that a tax formula is being used to calculate city taxes for the annual/restored leave payment or adjustment transaction, if applicable.

Flat Rate   This radio button indicates that a percentage is being used to calculate Federal, state, city, and/or county taxes for the transaction, if applicable.

County Tax Calc   This radio button indicates that a tax formula is being used to calculate county taxes for the payment or adjustment transaction, if applicable.

Flat Rate   This radio button indicates that a percentage is being used to calculate Federal, state, city, and/or county taxes for the transaction, if applicable.

Cash Awards/Special Bonuses Window Field Instructions

The Cash Awards/Special Bonuses window (**Figure 17**) is used to process all cash award and special bonus payment and adjustment transactions except spot awards. For instruction on using the Cash Awards/Special Bonuses window (**Figure 17**), see **Updating Cash Award/Special Bonus Details**.

Note: Form SF-50B, Notification of Personnel Action, is not system generated when a cash award and/or special bonus payment or adjustment transaction is processed.

Employee

SSN   This field is either for entering or viewing the employee's 9-digit SSN. If entering an SSN, type the nine numeric digits. Do not type dashes or hyphens.

First   This field is either for entering or viewing the employee's first name.

Middle   This field is either for entering or viewing the employee's middle initial.

Last   This field is either for entering or viewing the employee's last name.

AG   This field is either for entering or viewing the agency or bureau code for the office submitting the request for action. Agency and bureau codes can be found in TMGT Table 023, Agency/Bureau.

POI   This field is either for entering or viewing the 4-digit personnel office identifier (POI) code for the office submitting the request for action. POI codes can be found in TMGT Table 001, Personnel Office Identifier Name And Address.

Address Checked   This field displays a check mark to indicate that an address has been confirmed.

Balance Indicator   This field displays a check mark to indicate that the transaction is balanced and ready for processing.

Computation Checked   This field displays a check mark to indicate that all payment and accounting calculations related to the transaction have been confirmed.

Certified By   This field displays the user ID of the individual who confirmed and certified that the transaction had been received, the required data had been entered, and the record is ready for system verification, prior to approval.

Approved By   This field is either for entering or viewing the user ID of the supervisor or authorizing official who authorized the processing of the transaction.

Stored Accounting

Acct   This field is either for entering or viewing the accounting appropriation code used to charge an agency or bureau for processing the transaction.

T&A Contact Point

Agency   This field is either for entering or viewing the agency or bureau code for the office submitting the request for action. Agency and bureau codes can be found in TMGT Table 023, Agency/Bureau.

State Code   This field displays the 2-digit state code for the office submitting the request for action. If the duty station is located outside one of the 50 states, it is the 2-position alpha country code in the state portion of the field. For more information on valid state, city, and country codes, see TMGT Table 016, Geographical Location Codes With Names Table.

City Code	This field is for viewing the 4-digit city code within the state for the office submitting the request for action.
Unit	This field displays the 2-digit unit code for the T&A contact point.
Timekeeper	This field displays the agency or bureau-assigned timekeeper's code for the T&A contact point.
Contact Person-First Name	Type the first name of the individual to be contacted for information related to the request for action.
Last Name	Type the last name of the individual to be contacted for information related to the request for action.
Phone Number	Type the telephone number beginning with the area code for the individual to be contacted for information related to the request for action. The telephone number must be typed in the **xxx-xxx-xxxx** format.
Prefix	This field displays the prefix code for the applicable transaction code.
TC	This field displays the transaction code for the request for action.
Suffix	This field displays the suffix code applicable to the transaction code.
Acct	This field is either for entering or viewing the the accounting appropriation code used to charge an agency or bureau for processing the transaction.
Type of Award	Click the drop-down arrow to display the drop-down list and select the type of award that describes the request for action being processed. For descriptions of the types of awards that are processed in SPPS 1.0, see the **Types Of Awards Table**.
Gross Amount	This field is either for entering or viewing the gross amount of the transaction being paid, updated, or credited. If entering this field, to record cents, type a "." (period) and the cents in the last 2 positions.
Net Amount	This field is either for entering or viewing the net amount of the transaction being paid, updated, or credited. If entering this field, to record cents, type a "." (period) and the cents in the last 2 positions.

Compensatory Time Payment Window Field Instructions

The Compensatory Time Payment window (**Figure 18**) is used to process compensatory time payment and adjustment transactions. For instruction on using the Compensatory Time Payment window (**Figure 18**), see **Updating Compensatory Time Details**.

Employee

SSN	This field is either for entering or viewing the employee's 9-digit SSN. If entering an SSN, type the nine numeric digits. Do not type dashes or hyphens.
First	This field is either for entering or viewing the employee's first name.
Middle	This field is either for entering or viewing the employee's middle initial.
Last	This field is either for entering or viewing the employee's last name.
AG	This field is either for entering or viewing the agency or bureau code for the office submitting the request for action. Agency and bureau codes can be found in TMGT Table 023, Agency/Bureau.
POI	This field is either for entering or viewing the 4-digit personnel office identifier (POI) code for the office submitting the request for action. POI codes can be found in TMGT Table 001, Personnel Office Identifier Name And Address.
Address Checked	This field displays a check mark to indicate that an address has been confirmed.
Balance Indicator	This field displays a check mark to indicate that the transaction is balanced and ready for processing.
Computation Checked	This field displays a check mark to indicate that all payment and accounting calculations related to the transaction have been confirmed.
Certified By	This field displays the user ID of the individual who confirmed and certified that the transaction had been received, the required data had been entered, and the record is ready for system verification, prior to approval.
Approved By	This field is either for entering or viewing the user ID of the supervisor or authorizing official who authorized the processing of the transaction.
Balance Indicator	This field displays a check mark to indicate that the transaction is balanced and ready for processing.

Computation Checked   This field displays a check mark to indicate that all payment and accounting calculations related to the transaction have been confirmed.

Certified By   This field displays the user ID of the individual who confirmed and certified that the transaction had been received, the required data had been entered, and the record is ready for system verification, prior to approval.

Approved By   This field is either for entering or viewing the user ID of the supervisor or authorizing official who authorized the processing of the transaction.

Stored Accounting

Acct   This field is either for entering or viewing the accounting appropriation code used to charge an agency or bureau for processing the transaction.

T&A Contact Point

Agency   This field is either for entering or viewing the agency or bureau code for the office submitting the request for action. Agency and bureau codes can be found in TMGT Table 023, Agency/Bureau.

State Code   This field displays the 2-digit state code for the office submitting the request for action. If the duty station is located outside one of the 50 states, the 2-digit alpha country code in the state portion of the field. For more information on valid state, city, and country codes, see TMGT Table 016, Geographical Location Codes With Names Table.

City Code   This field is for viewing the 4-digit city code within the state for the office submitting the request for action.

Unit   This field displays the 2-digit unit code for the T&A contact point.

Timekeeper   This field displays the agency or bureau-assigned timekeeper's code for the T&A contact point.

Contact Person-First Name   Type the first name of the individual to be contacted for information related to the request for action.

Last Name   Type the last name of the individual to be contacted for information related to the request for action.

Phone Number

Type the telephone number beginning with the area code for the individual to be contacted for information related to the request for action. The telephone number must be typed in the **xxx-xxx-xxxx** format.

Accounting List

D/C

This field displays Code **1** (debit), **2** (credit), or **3** (both) to identify the type of payment or adjustment transaction being processed.

Pre

This field displays the prefix code for the applicable transaction code.

TC

This field displays the transaction code for the request for action.

Suf

This field displays the suffix code applicable to the transaction code.

Hours

This field is either for entering or viewing the hours that apply to the transaction. If entering hours, type the number of whole and quarter hours. If fractions must be recorded, type a "." (period) and the fraction in the last 2 postions.

Rate

Type the code that indicates how the employee is being paid. For descriptions of the rate codes used in SPPS 1.0, see the **Rate Codes Table**.

Amount

This field is either for entering or viewing the amount of the transaction being paid, updated, or credited. If entering this field, to record cents, type a "." (period) and the cents in the last 2 positions.

Accounting

This field is either for entering or viewing the accounting appropriation code used to charge an agency or bureau for processing the transaction.

PP

This field is either for entering or viewing the pay period in which the action occurred. If multiple pay periods are involved, it is the beginning pay period in which the action occurred.

Yr

This field is either for entering or viewing the pay period year. If entering the year, type the 4-digit year (*yyyy*) in which the action occurred. If multiple pay periods are involved, it is the beginning pay period year in which the action occurred. If requesting a report, type the 4-digit year (*yyyy*) for the report being requested. If searching for information, type the 4-digit calendar year (*yyyy*) in which the search to locate data will be performed.

Gross Amount

This field is either for entering or viewing the gross amount of the transaction being paid, updated, or credited. If entering this field, to record cents, type a "." (period) and the cents in the last 2 positions.

Net Amount

This field is either for entering or viewing the net amount of the transaction being paid, updated, or credited. If entering this field, to record cents, type a "." (period) and the cents in the last 2 positions.

Tax Deductions

Federal Tax Calc

This radio button indicates that a tax formula is being used to calculate Federal taxes for the payment or adjustment transaction.

Flat Rate

This radio button indicates that a percentage is being used to calculate Federal, state, city, and/or county taxes for the transaction, if applicable.

State Tax Calc

This radio button indicates that a tax formula is being used to calculate state taxes for the payment or adjustment transaction, if applicable.

Flat Rate

This radio button indicates that a percentage is being used to calculate Federal, state, city, and/or county taxes for the transaction, if applicable.

City Tax Calc

This radio button indicates that a tax formula is being used to calculate city taxes for the payment or adjustment transaction, if applicable.

Flat Rate

This radio button indicates that a percentage is being used to calculate Federal, state, city, and/or county taxes for the transaction, if applicable.

County Tax Calc

This radio button indicates that a tax formula is being used to calculate county taxes for the payment or adjustment transaction, if applicable.

Flat Rate

This radio button indicates that a percentage is being used to calculate Federal, state, city, and/or county taxes for the transaction, if applicable.

Credit Hours Payment Window Field Instructions

The Credit Hours Payment window (**Figure 19**) is used to process credit hours payment and adjustment transactions. For instruction on using the Credit Hours Payment window (**Figure 19**), see **Updating Credit Hours Details**.

Employee

SSN

This field is either for entering or viewing the employee's 9-digit SSN. If entering an SSN, type the nine numeric digits. Do not type dashes or hyphens.

First This field is either for entering or viewing the employee's first name.

Middle This field is either for entering or viewing the employee's middle initial.

Last This field is either for entering or viewing the employee's last name.

AG This field is either for entering or viewing the agency or bureau code for the office submitting the request for action. Agency and bureau codes can be found in TMGT Table 023, Agency/Bureau.

POI This field is either for entering or viewing the 4-digit personnel office identifier (POI) code for the office submitting the request for action. POI codes can be found in TMGT Table 001, Personnel Office Identifier Name And Address.

Address Checked This field displays a check mark to indicate that an address has been confirmed.

Balance Indicator This field displays a check mark to indicate that the transaction is balanced and ready for processing.

Computation Checked This field displays a check mark to indicate that all payment and accounting calculations related to the transaction have been confirmed.

Certified By This field displays the user ID of the individual who confirmed and certified that the transaction had been received, the required data had been entered, and the record is ready for system verification, prior to approval.

Approved By This field is either for entering or viewing the user ID of the supervisor or authorizing official who authorized the processing of the transaction.

Stored Accounting

Acct This field is either for entering or viewing the accounting appropriation code used to charge an agency or bureau for processing the transaction.

T&A Contact Point

Agency This field is either for entering or viewing the agency or bureau code for the office submitting the request for action. Agency and bureau codes can be found in TMGT Table 023, Agency/Bureau.

State Code This field displays the 2-digit state code for the office submitting the request for action. If the duty station is located outside one of the 50 states, it is the 2-position alpha country code in the state portion of the field. For more information on valid state, city, and country codes, see TMGT Table 016, Geographical Location Codes With Names Table.

City Code	This field is for viewing the 4-digit city code within the state for the office submitting the request for action.
Unit	This field displays the 2-digit unit code for the T&A contact point.
Timekeeper	This field displays the agency or bureau-assigned timekeeper's code for the T&A contact point.
Contact Person-First Name	Type the first name of the individual to be contacted for information related to the request for action.
Last Name	Type the last name of the individual to be contacted for information related to the request for action.
Phone Number	Type the telephone number beginning with the area code for the individual to be contacted for information related to the request for action. The telephone number must be typed in the **xxx-xxx-xxxx** format.
Prefix	This field displays the prefix code for the applicable transaction code.
TC	This field displays the transaction code for the request for action.
Suffix	This field displays the suffix code applicable to the transaction code.
Acct	This field is either for entering or viewing the accounting appropriation code used to charge an agency or bureau for processing the transaction.
Hours	This field is either for entering or viewing the hours that apply to the transaction. If entering hours, type the number of whole and quarter hours. If fractions must be recorded, type a "." (period) and the fraction in the last 2 postions.
Rate	Type the code that indicates how the employee is being paid. For descriptions of the rate codes used in SPPS 1.0, see the **Rate Codes Table**.
Gross Amt	This field is either for entering or viewing the gross amount of the transaction being paid, updated, or credited. If entering this field, to record cents, type a "." (period) and the cents in the last 2 positions.
Net Amt	This field displays the net salary amount of the payment or adjustment transaction being processed.

Tax Deductions

Federal Tax Calc	This radio button indicates that a tax formula is being used to calculate Federal taxes for the payment or adjustment transaction.
Flat Rate	This radio button indicates that a percentage is being used to calculate Federal, state, city, and/or county taxes for the transaction, if applicable.
State Tax Calc	This radio button indicates that a tax formula is being used to calculate state taxes for the payment or adjustment transaction, if applicable.
Flat Rate	This radio button indicates that a percentage is being used to calculate Federal, state, city, and/or county taxes for the transaction, if applicable.
City Tax Calc	This radio button indicates that a tax formula is being used to calculate city taxes for the payment or adjustment transaction, if applicable.
Flat Rate	This radio button indicates that a percentage is being used to calculate Federal, state, city, and/or county taxes for the transaction, if applicable.
County Tax Calc	This radio button indicates that a tax formula is being used to calculate county taxes for the payment or adjustment transaction, if applicable.
Flat Rate	This radio button indicates that a percentage is being used to calculate Federal, state, city, and/or county taxes for the transaction, if applicable.

Miscellaneous Payment Window Field Instructions

The Miscellaneous Payment window (**Figure 20**) is used to process miscellaneous payment and adjustment transactions. For instruction on using the Miscellaneous Payment window (**Figure 20**), see **Updating Miscellaneous Payment And Adjustment Details**.

Employee

SSN	This field is either for entering or viewing the employee's 9-digit SSN. If entering an SSN, type the nine numeric digits. Do not type dashes or hyphens.
First	This field is either for entering or viewing the employee's first name.

Middle   This field is either for entering or viewing the employee's middle initial.

Last   This field is either for entering or viewing the employee's last name.

AG   This field is either for entering or viewing the agency or bureau code for the office submitting the request for action. Agency and bureau codes can be found in TMGT Table 023, Agency/Bureau.

POI   This field is either for entering or viewing the 4-digit personnel office identifier (POI) code for the office submitting the request for action. POI codes can be found in TMGT Table 001, Personnel Office Identifier Name And Address.

Address Checked   This field displays a check mark to indicate that an address has been confirmed.

Balance Indicator   This field displays a check mark to indicate that the transaction is balanced and ready for processing.

Computation Checked   This field displays a check mark to indicate that all payment and accounting calculations related to the transaction have been confirmed.

Certified By   This field displays the user ID of the individual who confirmed and certified that the transaction had been received, the required data had been entered, and the record is ready for system verification, prior to approval.

Approved By   This field is either for entering or viewing the user ID of the supervisor or authorizing official who authorized the processing of the transaction.

Stored Accounting

Acct   This field is either for entering or viewing the accounting appropriation code used to charge an agency or bureau for processing the transaction.

T&A Contact Point

Agency   This field is either for entering or viewing the agency or bureau code for the office submitting the request for action. Agency and bureau codes can be found in TMGT Table 023, Agency/Bureau.

State Code   This field displays the 2-digit state code for the office submitting the request for action. If the duty station is located outside one of the 50 states, it is the 2-position alpha country code in the state portion of the field. For more information on valid state, city, and country codes, see TMGT Table 016, Geographical Location Codes With Names Table.

City Code This field is for viewing the 4-digit city code within the state for the office submitting the request for action.

Unit This field displays the 2-digit unit code for the T&A contact point.

Timekeeper This field displays the agency or bureau-assigned timekeeper's code for the T&A contact point.

Contact Person-First Name Type the first name of the individual to be contacted for information related to the request for action.

Last Name Type the last name of the individual to be contacted for information related to the request for action.

Phone Number Type the telephone number beginning with the area code for the individual to be contacted for information related to the request for action. The telephone number must be typed in the `xxx-xxx-xxxx` format.

Prefix This field displays the prefix code for the applicable transaction code.

TC This field displays the transaction code for the request for action.

Suffix This field displays the suffix code applicable to the transaction code.

Acct This field is either for entering or viewing the accounting appropriation code used to charge an agency or bureau for processing the transaction.

Type Payment (Misc Pay) This field displays the type of payment being processed. For descriptions of the types of miscellaneous payments that are processed in SPPS 1.0, see the **Miscellaneous Type Payments And Adjustments Table**.

Hours This field is either for entering or viewing the hours that apply to the transaction. If entering hours, type the number of whole and quarter hours. If fractions must be recorded, type a "." (period) and the fraction in the last 2 postions.

Rate Type the code that indicates how the employee is being paid. For descriptions of the rate codes used in SPPS 1.0, see the **Rate Codes Table**.

COLA Type the cost-of-living allowance percentage for the payment or adjustment transaction being processed, if applicable.

Post Dif	Type the post differential percentage for the payment or adjustment transaction being processed, if applicable.
Gross Amt	This field is either for entering or viewing the gross amount of the transaction being paid, updated, or credited. If entering this field, to record cents, type a "." (period) and the cents in the last 2 positions.
Net Amt	This field displays the net salary amount of the payment or adjustment transaction being processed.

Tax Deductions

Federal Tax Calc	This radio button indicates that a tax formula is being used to calculate Federal taxes for the payment or adjustment transaction.
Flat Rate	This radio button indicates that a percentage is being used to calculate Federal, state, city, and/or county taxes for the transaction, if applicable.
State Tax Calc	This radio button indicates that a tax formula is being used to calculate state taxes for the payment or adjustment transaction, if applicable.
Flat Rate	This radio button indicates that a percentage is being used to calculate Federal, state, city, and/or county taxes for the transaction, if applicable.
City Tax Calc	This radio button indicates that a tax formula is being used to calculate city taxes for the payment or adjustment transaction, if applicable.
Flat Rate	This radio button indicates that a percentage is being used to calculate Federal, state, city, and/or county taxes for the transaction, if applicable.
County Tax Calc	This radio button indicates that a tax formula is being used to calculate county taxes for the payment or adjustment transaction, if applicable.
Flat Rate	This radio button indicates that a percentage is being used to calculate Federal, state, city, and/or county taxes for the transaction, if applicable.

Settlement Backpay Window Field Instructions

The Settlement Backpay window (**Figure 21**) is used to process back payment and adjustment transactions for settlement cases. For instruction on using the Settlement Backpay window (**Figure 21**), see **Updating Settlement Backpay Details**.

Employee

SSN This field is either for entering or viewing the employee's 9-digit SSN. If entering an SSN, type the nine numeric digits. Do not type dashes or hyphens.

First This field is either for entering or viewing the employee's first name.

Middle This field is either for entering or viewing the employee's middle initial.

Last This field is either for entering or viewing the employee's last name.

AG This field is either for entering or viewing the agency or bureau code for the office submitting the request for action. Agency and bureau codes can be found in TMGT Table 023, Agency/Bureau.

POI This field is either for entering or viewing the 4-digit personnel office identifier (POI) code for the office submitting the request for action. POI codes can be found in TMGT Table 001, Personnel Office Identifier Name And Address.

Address Checked This field displays a check mark to indicate that an address has been confirmed.

Balance Indicator This field displays a check mark to indicate that the transaction is balanced and ready for processing.

Computation Checked This field displays a check mark to indicate that all payment and accounting calculations related to the transaction have been confirmed.

Certified By This field displays the user ID of the individual who confirmed and certified that the transaction had been received, the required data had been entered, and the record is ready for system verification, prior to approval.

Approved By This field is either for entering or viewing the user ID of the supervisor or authorizing official who authorized the processing of the transaction.

T&A Contact Point

Agency This field is either for entering or viewing the agency or bureau code for the office submitting the request for action. Agency and bureau codes can be found in TMGT Table 023, Agency/Bureau.

State Code   This field displays the 2-digit state code for the office submitting the request for action. If the duty station is located outside one of the 50 states, it is the 2-position alpha country code in the state portion of the field. For more information on valid state, city, and country codes, see TMGT Table 016, Geographical Location Codes With Names Table.

City Code   This field is for viewing the 4-digit city code within the state for the office submitting the request for action.

Unit   This field displays the 2-digit unit code for the T&A contact point.

Timekeeper   This field displays the agency or bureau-assigned timekeeper's code for the T&A contact point.

Contact Person-First Name   Type the first name of the individual to be contacted for information related to the request for action.

Last Name   Type the last name of the individual to be contacted for information related to the request for action.

Phone Number   Type the telephone number beginning with the area code for the individual to be contacted for information related to the request for action. The telephone number must be typed in the `xxx-xxx-xxxx` format.

Settlement Amt   This field is either for entering or viewing the amount of the payment or adjustment transaction being paid, updated, or credited. If entering this field, to record cents, type a "." (period) and the cents in the last 2 positions.

Computed Interest   This field displays the amount used to calculate interest, based on the start date and end date of the settlement.

Gross Amt   This field is either for entering or viewing the gross amount of the transaction being paid, updated, or credited. If entering this field, to record cents, type a "." (period) and the cents in the last 2 positions.

Net Amt   This field displays the net salary amount of the payment or adjustment transaction being processed.

Interest

Interest Amt   Type the amount to be used for computing interest, if the Settlement Type field displays a payment or adjustment with interest.

OR

Compute Interest	Click this check box if interest for the transaction being processed is to be computed.
Start Date	This field is either for entering or viewing the starting date of the interest period used to calculate interest and daily rates. If a check mark appears in the **[Computed Interest]** check box, type the date that the period ended (*mm/dd/yyyy*).
End Date	This field is either for entering or viewing the ending date of the interest period used to calculate interest and daily rates. If a check mark appears in the **[Computed Interest]** check box, type the date that the period ended (*mm/dd/yyyy*).
Settlement Type	This field is either for selecting or viewing the type of settlement that describes the request for action being processed. To select a settlement type, click the drop-down arrow to display the drop-down list and choose the settlement type that describes the request for action being processed. For descriptions of the types of settlement cases that are processed in SPPS 1.0, see the **Settlement Type Codes Table**.

Agency Accounting Detail Window Field Instructions

The Agency Accounting Detail window (**Figure 22**) is used to process accounting details related to settlement back payment and adjustment cases. However, only one line of accounting with the same prefix, transaction code, suffix, and accounting classification can be established or adjusted at a time. For instruction on using the Agency Accounting Detail window (**Figure 22**), see **Updating Accounting Details**.

Employee

SSN	This field is either for entering or viewing the employee's 9-digit SSN. If entering an SSN, type the nine numeric digits. Do not type dashes or hyphens.
First	This field is either for entering or viewing the employee's first name.
Middle	This field is either for entering or viewing the employee's middle initial.
Last	This field is either for entering or viewing the employee's last name.
AG	This field is either for entering or viewing the agency or bureau code for the office submitting the request for action. Agency and bureau codes can be found in TMGT Table 023, Agency/Bureau.

POI This field is either for entering or viewing the 4-digit personnel office identifier (POI) code for the office submitting the request for action. POI codes can be found in TMGT Table 001, Personnel Office Identifier Name And Address.

Stored Accounting

Acct This field is either for entering or viewing the accounting appropriation code used to charge an agency or bureau for processing the transaction.

Accounting List

Pre This field displays the prefix code for the applicable transaction code.

TC This field displays the transaction code for the request for action.

Suf This field displays the suffix code applicable to the transaction code.

Settlement Type This field is either for selecting or viewing the type of settlement that describes the request for action being processed. To select a settlement type, click the drop-down arrow to display the drop-down list and choose the settlement type that describes the request for action being processed. For descriptions of the types of settlement cases that are processed in SPPS 1.0, see the **Settlement Type Codes Table**.

Accounting This field is either for entering or viewing the accounting appropriation code used to charge an agency or bureau for processing the transaction.

Amount This field is either for entering or viewing the amount of the transaction being paid, updated, or credited. If entering this field, to record cents, type a "." (period) and the cents in the last 2 positions.

Settlement Type This field is either for selecting or viewing the type of settlement that describes the request for action being processed. To select a settlement type, click the drop-down arrow to display the drop-down list and choose the settlement type that describes the request for action being processed. For descriptions of the types of settlement cases that are processed in SPPS 1.0, see the **Settlement Type Codes Table**.

Accounting This field is either for entering or viewing the accounting appropriation code used to charge an agency or bureau for processing the transaction.

Amount This field is either for entering or viewing the amount of the transaction being paid, updated, or credited. If entering this field, to record cents, type a "." (period) and the cents in the last 2 positions.

Base Amount	This field displays the base salary amount of the payment or adjustment transaction being processed.
Interest Amount	This field displays the amount used to calculate interest, based on the start date and end date of the transaction.
Gross Amount	This field is either for entering or viewing the gross amount of the transaction being paid, updated, or credited. If entering this field, to record cents, type a "." (period) and the cents in the last 2 positions.
Base Amount	This field displays the base salary amount of the payment or adjustment transaction being processed.
Interest Amount	This field displays the amount used to calculate interest, based on the start date and end date of the transaction.
Total Amount	This field displays the total amount of the payment or adjustment transaction being processed.

Student Loan Repayment Window Field Instructions

The Student Loan Repayment window (**Figure 23**) is used to process student loan repayment and adjustment transactions. For instruction on using the Student Loan Repayment window (**Figure 23**), see **Updating Student Loan Repayment Details**.

Employee

SSN	This field is either for entering or viewing the employee's 9-digit SSN. If entering an SSN, type the nine numeric digits. Do not type dashes or hyphens.
First	This field is either for entering or viewing the employee's first name.
Middle	This field is either for entering or viewing the employee's middle initial.
Last	This field is either for entering or viewing the employee's last name.
AG	This field is either for entering or viewing the agency or bureau code for the office submitting the request for action. Agency and bureau codes can be found in TMGT Table 023, Agency/Bureau.

Field Descriptions And Instructions

POI

This field is either for entering or viewing the 4-digit personnel office identifier (POI) code for the office submitting the request for action. POI codes can be found in TMGT Table 001, Personnel Office Identifier Name And Address.

Address Checked

This field displays a check mark to indicate that an address has been confirmed.

Balance Indicator

This field displays a check mark to indicate that the transaction is balanced and ready for processing.

Computation Checked

This field displays a check mark to indicate that all payment and accounting calculations related to the transaction have been confirmed.

Certified By

This field displays the user ID of the individual who confirmed and certified that the transaction had been received, the required data had been entered, and the record is ready for system verification, prior to approval.

Approved By

This field is either for entering or viewing the user ID of the supervisor or authorizing official who authorized the processing of the transaction.

Stored Accounting

Acct

This field is either for entering or viewing the accounting appropriation code used to charge an agency or bureau for processing the transaction.

T&A Contact Point

Agency

This field is either for entering or viewing the agency or bureau code for the office submitting the request for action. Agency and bureau codes can be found in TMGT Table 023, Agency/Bureau.

State Code

This field displays the 2-digit state code for the office submitting the request for action. If the duty station is located outside one of the 50 states, it is the 2-position alpha country code in the state portion of the field. For more information on valid state, city, and country codes, see TMGT Table 016, Geographical Location Codes With Names Table.

City Code

This field is for viewing the 4-digit city code within the state for the office submitting the request for action.

Unit

This field displays the 2-digit unit code for the T&A contact point.

Timekeeper

This field displays the agency or bureau-assigned timekeeper's code for the T&A contact point.

Contact Person-First Name	Type the first name of the individual to be contacted for information related to the request for action.
Last Name	Type the last name of the individual to be contacted for information related to the request for action.
Phone Number	Type the telephone number beginning with the area code for the individual to be contacted for information related to the request for action. The telephone number must be typed in the **xxx-xxx-xxxx** format.

Accounting List

Pre	This field displays the prefix code for the applicable transaction code.
TC	This field displays the transaction code for the request for action.
Suf	This field displays the suffix code applicable to the transaction code.
Amount	This field is either for entering or viewing the amount of the transaction being paid, updated, or credited. If entering this field, to record cents, type a "." (period) and the cents in the last 2 positions.
Accounting	This field is either for entering or viewing the accounting appropriation code used to charge an agency or bureau for processing the transaction.
Career Maximum Amt	This field displays the total amount to date that the agency has repaid or adjusted for the student loan.
Calendar Year Taxable Amt	This field displays the total taxable amount within a calendar year that the agency has repaid or adjusted for the student loan.
Gross Amount	This field is either for entering or viewing the gross amount of the transaction being paid, updated, or credited. If entering this field, to record cents, type a "." (period) and the cents in the last 2 positions.
Net Amount	This field is either for entering or viewing the net amount of the transaction being paid, updated, or credited. If entering this field, to record cents, type a "." (period) and the cents in the last 2 positions.

Report List Window Field Instructions

The Report List window (**Figure 24**) is used to request and view reports associated with SPPS 1.0 payment and adjustment processing. For instruction on using the Report List window (**Figure 24**) , see **Requesting SPPS 1.0 Reports**.

Field Descriptions And Instructions

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Dept   Type the Department code for the SPPS 1.0 report being requested.

Agency   This field is either for entering or viewing the agency or bureau code for the
                             SPPS 1.0 report being requested. Agency and bureau codes can be found in
                             TMGT Table 023, Agency/Bureau.

POI   This field is either for entering or viewing the 4-digit personnel office identifier
                             (POI) code for the office submitting the request for action. POI codes can be
                             found in TMGT Table 001, Personnel Office Identifier Name And Address.

Pay Period   This field is either for entering or viewing the pay period in which the action
                             occurred. If multiple pay periods are involved, it is the beginning pay period in
                             which the action occurred. If entering a pay period, click the drop-down arrow
                             to display the drop-down list and select the timeframe that describes the period
                             for the report being requested. Valid values are:

                             • **Greater or equal**

                             • **Equal**

                             • **Less or equal**

                             • **Less**

                             • **Greater**

                             • **Not equal**

Year   This field is either for entering or viewing the pay period year. If entering the
                             year, type the 4-digit year (*yyyy*) in which the action occurred. If multiple pay
                             periods are involved, it is the beginning pay period year in which the action
                             occurred. If requesting a report, type the 4-digit year (*yyyy*) for the report being
                             requested. If searching for information, type the 4-digit calendar year (*yyyy*) in
                             which the search to locate data will be performed.

Type of Report   Click the name of the report being requested. Valid values are:

                             • **Agency Outstanding Transactions**

                             • **Agency Transactions Processed**

                             • **Agency Leave To Be TINQed**

                             • **Student Loan Payments**

Type of Payment	Click the drop-down arrow to display the drop-down list and select the type of payments required for the report being requested. Valid values are:

- All

- Annual/Restored leave

- Cash awards

- Compensatory time leave

- Credit hours

- Miscellaenous

- Other - NFC process

- Settlement backpay

- Student loan

Interest Pop-up Field Descriptions

The Interest pop-up (**Figure**) allow users to view interest rates and dates. The information calculates payment and adjustment transactions for settlement cases processed in SPPS 1.0. The interest rate and date information is provided by IRS and updated by NFC. For instruction on using the Report List window (**Figure 24**), see **Viewing Interest Information**.

Interest

Year	This field is either for entering or viewing the pay period year. If entering the year, type the 4-digit year (*yyyy*) in which the action occurred. If multiple pay periods are involved, it is the beginning pay period year in which the action occurred. If requesting a report, type the 4-digit year (*yyyy*) for the report being requested. If searching for information, type the 4-digit calendar year (*yyyy*) in which the search to locate data will be performed.
Quarter	This field displays one of the four equal periods of the calendar year in which the search to locate data will be performed.
Start Date	This field is either for entering or viewing the starting date of the interest period used to calculate interest and daily rates. If a check mark appears in the **[Computed Interest]** check box, type the date that the period ended (*mm/dd/yyyy*).
End Date	This field is either for entering or viewing the ending date of the interest period used to calculate interest and daily rates. If a check mark appears in the **[Computed Interest]** check box, type the date that the period ended (*mm/dd/yyyy*).

Interest Rate This field displays the rate used to calculate interest for the total amount of days in the quarter.

Number of Days This field displays the total number of days used to calculate interest and daily rates for the quarter.

Daily Rate This field displays the daily rate used to calculate the amount of days within the quarter.

Reference Tables

This section presents the following SPPS 1.0 reference tables:

Miscellaneous Type Payments And Adjustments Table

Allowance Type Code	Definition
Comparability - taxable	This allowance is granted to certain eligible Federal physicians and dentists who enter service agreements with an agency. The allowance is paid to physicians and dentists in categories for which the agency is experiencing recruitment and retention problems. The allowances are fixed at the minimum amounts necessary to deal with such problems. For additional information, see **Title 5 USC 5946**.
Danger pay - taxable	This allowance is granted on the basis of civil insurrection, civil war, terrorism, or wartime conditions that threaten physical harm or imminent danger to the health or well being of the employee. Danger pay is granted to civilian employees who accompany U. S. military forces in areas designated by the Department of State as subject to hostile fire or imminent danger. Danger pay is paid only to employees who are on temporary duty or a detail of 42 days or less. It is subject to Social Security and/or Medicare, Federal, state, and local tax deductions. It is not included as part of a lump-sum payment. For more information, see **Title 5 USC 5928**.
Education - nontaxable	This allowance is granted to an employee in a foreign area for extraordinary and necessary expenses, not otherwise compensated for, to provide adequate elementary and secondary education for his/her dependents. For more information, see **Title 5 USC 5924**.
Foreign language - taxable	This allowance is granted to law enforcement officers (LEO) in a foreign service position to acquire and/or maintain proficiency in foreign languages used at an overseas post. For more information, see **Title 5 USC 5948**.
Health subsidy (for AJ, Office of the Comptroller of the Currency (OCC) use only)) - taxable	This allowance is paid to eligible employees as a reimbursement for premiums paid towards privately obtained health insurance for their domestic partners and/or children of their domestic partners.

Allowance Type Code	Definition
Foreign post/post - taxable Foreign post/post - nontaxable	The foreign post allowance is a cost-of-living allowance granted to an employee officially stationed at a post in a foreign area where the cost-of-living, exclusive of the cost of quarters, is substantially higher than in Washington, D.C. It is intended to reimburse an employee for certain excess costs resulting from being stationed in a foreign area. The post allowance is an annual rate allowance given as a percentage amount based on salary, size of family, and location of the post. For more information, see **Title 26, Internal Revenue Code (IRC), Section 954, Department of State Standardized Regulations (DSSR), Chapter 200, Section 220 (Reference (t)) and Department of Defense (DoD) 1400.25-M, Subchapter 1350 (Reference (u))**.
Hazardous duty - taxable (cp)	This allowance is granted for the performance of duty involving a physical hardship under condition in which an accident could result in serious injury, extreme physical discomfort, or distress. Hazardous duty is not adequately alleviated by protective or mechanical devices. For more information, see **Title 5 USC 5545** and **5548** and **Title 5 CFR 550.901-907**.
Horse - nontaxable	This allowance is granted for the necessary equipment, training, and maintenance of a horse used on the job. For more information, see **Title 5, USC 1823**.
Life cycle account - taxable (for Agency 25, Farm Credit Administration (FCA), and AJ, Office of the Comptroller of the Currency (OCC) use only)	This allowance entitles employees to a yearly benefit for membership to a fitness or wellness plan. The credit or cash payment benefit is awarded to the employee when the appropriate documents are provided to verify membership to the fitness or wellness plan. The allowance is recorded as income to the employee with the appropriate Federal, state, and social security tax deductions withheld. The payment is reflected on the employee's Statement of Earnings and Leave indicating "Life Cycle Account", and Form W-2 at the end of the year.
New York City Commutation Stipend (for AJ, Office of the Comptroller of the Currency (OCC) use only)) - taxable	This allowance is paid to eligible Comptroller of the Currency bank examiners to apply for reimbursement of hardship commuting expenses incurred for tranvel to and from large banks in New York City.
Quarters - nontaxable Quarters - taxable	This allowance is granted for all cost associated with either temporary or residence quarters whenever government-owned or government-rented quarters are not provided without charge to the employee. For more information, see **Title 5 USC 5923**.
Reassignment - taxable	This allowance is granted for an appointment, reassignment, or transfer that involves travel on the part of an employee from one foreign post to another or in the United States, between assignments to a post in a foreign area. For more information, see **Title 5 USC 5924**.
Remote worksite - taxable	This allowance is granted to an employee who is assigned to duty, except temporary duty, at a remote site not located near an established community or suitable place of residence. The employee encountered a degree of expense, hardship, and inconvenience in traveling to and from his/her residence and the work site that extends beyond what is normally encountered in metropolitan commuting. For more information, see **Title 5 USC 5942**.

Allowance Type Code	Definition
Retention - taxable	This allowance is granted to retain the services of a current employee who possess unusually high or unique qualification or a special needs that are essential to an agency. For more information, see **Title 5 USC 2103**.
Separate maintenance - nontaxable Separate maintenance - taxable	This allowance is granted to employees with the additional expenses of maintaining family members at a place other than the employee's post of duty for the convenience of the Government or due to dangerous, unhealthy, or excessively adverse living conditions at the employee's post. For more information, see **Title 26 IRC 71**.
Travel -nontaxable (For Agency 25, FCA use only)	This allowance is granted for traveling on official business away from the employee's designated post of duty, or away from the employee's home or regular place of business. For more information, see **Title 5 USC 5702**.
Uniform - taxable	This allowance is granted to employees who are required by law or regulation to wear a uniform in the performance of official duties. In lieu of providing an allowance, a uniform may be provided. For more information, see **Title 5 USC 1593**.

Differential Type Code	Definition
Cost-of living allowance (COLA)	This differential is a reimburse to an employee for certain cost, exclusive of any quarters cost, which result from being officially stationed in a foreign area. For more information, see **Title 5 USC 5924**.
Hazardous pay diferntl - taxable (For Agency CP, Capital of the Police, use only)	This differential is paid to employees for the performance of hazardous duty or duty involving hardship for all hours in a pay status. Such duty involves exposure to extreme temperatures for a long period of time, arduous physical exertion, or exposure to fumes, dust, or noise that causes nausea, skin, eye, ear, or nose irritation. For more information, see **Title 5 CFR 550**.
Non foreign post/post - taxable	The non foreign post differential is payable under **5 USC 5941 (Reference (b))**, at a location in a nonforeign area if conditions or environment differ substantially from conditions of environment in the contiguous United States and warrant its payment as a recruitment incentive. For more information, see **Title 5 USC 5551** and **5925**. The post differential is payable to an employee at a location with extraordinarily difficult living conditions, excessive physical hardship, or notably unhealthful conditions affecting the majority of employees officially stations or detailed at that place. Living costs are not considered in differential determination. Post differential is additional compensation based on an established percentage over basic compensation ranging from five percent to 25 percent. Post differential is subject to social security and/or Medicare and Federal tax deductions. For more information, see **Title 5 USC 5551** and **5925**.

Bonus Type Code	Definition
Recruitment and relocation - taxable	This bonus is offered to candidates for hard-to-fill positions and/or occupations that are critical to the organization's mission. Authorized payments of up to 25 percent of basic pay are offered to recruit certain newly appointed employees or retain certain current employees who must relocate to accept a position in a different commuting area. For more information, see **Title 5 USC 5753** and **Title 5 CFR 575**.

Pay Code	Definition
Customs officer premium rate (COPR)/overtime (OT) double base - taxable (For Agency AF, Financial Crime Enforcement Network, use only) Customs officer premium rate (COPR)/overtime (OT) triple base - taxable (For Agency AF, Financial Crime Enforcement Network, use only)	This compensation is paid to custom officers and canine enforcement officers of the Department of the Treasury for work performed in excess of 40 hours in the administrative workweek or in excess of eight hours in a day. Premium pay is equal to up to three times the hourly rate of the basic pay of the officer. The following types of premium pay are processed in SPPS 1.0. ● Night ● Holiday pay for employees not in receipt of annual premium pay for standby duty ● Sunday ● Annual premium pay for regularly scheduled standby duty ● Annual premium pay for administratively uncontrollable work ● Availability pay for LEO's ● Environmental pay for FWS employees ● Hazard pay for GS employees For more information, see **Title 5 USC 5343, 5542, 5544, 5545, 5546, 5541,** and **5549, as applicable.**
Danger	This compensation is paid for working in a foreign area on the basis of civil insurrection, civil war, terrorism, or wartime conditions that threaten physical harm or imminent danger to the health or well being of the employee. For more information, see **Title 5 USC 5928**.
Holiday pay - taxable	This compensation is paid for time worked on a holiday designated by Federal statute. The employee is paid at the rate of basic pay plus premium pay at a rate equal to the rate of the basic pay, for that holiday work which is not in excess of the scheduled tour of duty or overtime work. For more information, see **Title 5 USC 5928**.
Hostile fire pay - non taxable Hostile fire pay - taxable	This compensation is paid for working in an area in which the employee is subject to hostile fire, hostile mines, or imminent danger during the period of duty in that area. Hostile fire pay is also provided if the employee is killed, injured, or wounded by hostile file, explosion of hostile mines, or hostile action. The employee is paid at the rate of $150 for any month in which he/she is entitled to basic pay. For more information, see **Title 37 USC 310**.

Pay Code	Definition
Limited (lmtd) pay - nontaxable	This compensation is a limitation of premium pay (night pay, compensatory pay, overtime pay, premium pay on an annual basic, and pay for Sunday and holiday work), in combination with basic pay, that causes the total for any pay period for General Schedule (GS) employees to exceed the maximum rate payable for GS-15. The limit may include locality-based comparability or special salary rates. For more information, see **Title 5 USC 5547** and **Title 5 CFR 550.105**
Overtime - taxable	This compensation is paid for working irregular or occasional hours that are not part of the employee's regularly scheduled administrative workweek. Overtime is paid at one and one-half times the employee's hourly rate of pay. For more information, see **Title 5 USC 550**.
Overtime over 8 - taxable	This compensation is paid for hours of work performed in excess of eight hours on any one day within the 40 hour basic workweek. For more information, see **Title I, Chapter 7, Section 1, Time And Attendance Instructions**.
Overtime over 40 night differential - taxable	This compensation is paid for hours of regularly scheduled work performed outside the basic 40-hours workweek during the night differential period. For more information, see **Title I, Chapter 7, Section 1, Time And Attendance Instructions**.
Standby AUO avail - taxable	This compensation is paid when an employee is in a position in which the hours of duty cannot be controlled administratively, he/she is generally responsible for recognizing, without supervision, circumstances that require him/her to remain on duty. The circumstances under which payment for AUO is appropriate are extremely limited to substantial amounts of irregular, unscheduled overtime work. Premium pay may be paid on an annual basis, except premium pay for regular overtime work, and work at night, on Sunday, and on holidays. Annual premium pay under 5 USC 5545(c)(2) provides that premium pay for AUO is a percentage of not less than 10 percent nor more than 25 percent of the employee's rate of basic pay. AUO is not appropriate for nonexempt employees. For more information, see **Title 5 USC 5304, 5305, 8331 (3) (d), 8791 (c) (1)**, and **Title 5 CFR 505.151**.
Advance foreign payment	This compensation is paid as an advance in pay for an employee proceeding to or arriving at a post of assignment in a foreign area is a salary allowance made available to employees in a pay status. The advance payment is made to provide funds needed to finance unusual expenses associated with the overseas assignments that often are not otherwise reimbursed and to aid foreign assignment recruitment and retention. The maximum advance allowed any employee is six pay periods of base pay. The employee is allowed 18 pay periods to repay the advance. The advance payment is non-taxable and not reflected on the employee's W-2. For more information, see **Title 5 CFR 5921-5928**.

Rate Codes Table

Code	Definition
BY	Biweekly
FB	Fee basis

Code	Definition
PA	Per Annum
PD	Per day
PH	Per hour
PM	Per month
PW	Piece work
SY	School year
SC	Without compensation

Search Status Codes Table

Note: A search may be performed by a specific SSN, organizational structure (agency and POI), or user ID. **All** is the default search status code.

Code	Definition
All	This code displays all transactions processed in SPPS 1.0or all transactions for a specific SSN, organizational structure (ag, POI), or user ID.
Approved	This code displays all transactions for a specific agency will be processed and paid on the next manual schedule.
Awaiting Approval	This code displays all transactions within SPPS 1.0 or for a specific agency that are awaiting approval for processing.
Certified	This code displays all transactions within SPPS 1.0or for a specific agency that have been received, the input completed, and the payment ready for verification.
New	This code displays all new transactions within SPPS 1.0 that are awaiting processing by either the agency or NFC.
NFC processed	This code displays all transactions within SPPS 1.0 that have been processed by NFC.
Pymt processed	This code displays all payment transactions within SPPS 1.0 that have been processed.
Release to NFC	This code displays transactions within SPPS 1.0 that are entered by an agency, but released to NFC for processing.

Settlement Type Codes Table

Prefix	Trans	Suff	Type	Definition
00	03	0	Interest	Calculates and establishes or adjust interest for settlement back payment and adjustment cases.
	03	2	Settle/Compensatory damages - nontaxable Settle/Compensatory damages - nontaxable Interest	Calculates and establishes or adjust interest for settlement back payment and adjustment cases.
00	03	3	Nontaxable - miscellaneous Non taxable - miscellaneous W/interest	
00	04	0	Sunday Differential Sunday Differential W/Interest	Establishes or adjusts nonovertime hours worked between midnight Saturday and midnight Sunday. The differential is payable in addition to any night or shift differential entitlements. Employees who perform work during a regularly scheduled 8-hour period of duty which is not overtime, any part of which is performed on Sunday, are entitled to premium pay for Sunday work for the entire period of service.
00	34	0	FLSA FLSA W/Interest	Establishes or adjusts hours of work performed by all employees covered (nonexempt) or not covered (exempt) by the overtime provisions of the FLSA in accordance with Part 551 of Title 5, CFR.
05	44	0	Settle/Compensatory Damages - Taxable Settle/Compensatory Damages Interest	Calculates and establishes or adjusts payments and adjustments for cash awards and settlements.
00	44	06	Gift Certificate (Used by FDIC only)	Calculates and processes payments and adjustments for time in service, depending on the number of years employed.

Status Codes Table

Code	Name	Definition
0	In process	The transaction is currently open or being processed.
1	Pymt processed	The transaction has been processed and the request cannot be adjusted.
2	Awaiting approval	The transaction is awaiting approval for payment.
3	Certified	The transaction will be paid and processed on the next manual schedule.

Code	Name	Definition
4	Out of balance	The transaction is out of balance. Computations must be checked.
5	Closed by NFC - see remarks	No action was taken by NFC. Review NFC remarks for an explanation.
6	New	A new record has been processed by the agency. However, if the request for action is for NFC to process, the status code will change when SPPS 1.0 is logged into by an NFC user.
7	Release to NFC	The transaction was entered in SPPS 1.0 by an agency user, but released to NFC for processing.

Types Of Adjustments Table

Code	Definition
Annual/Restored	This transaction is processed for time accumulated by an employee during the current leave year beginning with the first day of the first complete pay period in a calendar year and ending with the day immediately before the first day of the first complete pay period in the calendar year.
Cash awards/special bonuses	This transaction is processed for recognitions based on contribution or performance, and can be given to an individual employee or group of employees.
Compensatory time	This transaction is processed for time earned in lieu of payment for an equal amount of time spent in occasional or irregular work or special conditions, in order to cope with special circumstances.
Credit hours	This transaction is processed for hours an employee elects to work, with supervisory approval, in excess of the basic work requirement under a flexible work schedule.
Miscellaneous payments	This transaction is processed for a variety of adjustments and payments that include allowances, bonuses, differentials, and pay transactions processed by the agency or NFC. For definitions of the miscellaneous documents processed in SPPS 1.0, see **Miscellaneous Type Payments And Adjustments Table**.
Other - NFC processed	This transaction is initiated by an agency and released to NFC for processing. This transaction is initiated and processed by NFC.
Settlement backpay	This transaction is processed for a court-ordered payment that restores all or part of an employee's pay with or without interest. The loss may have resulted in the withdrawal, reduction, or denial of pay due to an unjustified or unwarranted personnel action, unfair labor practice, grievance, etc.
Student loan repayment	This transaction is processed for the repayment of certain types of Federally insured student loans that are used as recruitment or retention incentives to attract candidates for employment or current employees of an agency.

Types Of Awards Table

Code	Definition
Superior performance	This award is given to an employee for a suggestion, invention, superior accomplishment, or other meritorious effort for which the award is proposed as highly exceptional and unusually outstanding.
	Note: The acceptance of this award constitutes an agreement that the use by the Government of an idea, method, or device for which the award is made does not form the basis of a further claim of any nature against the Government by the employee, his/her heirs, or assigns.
Special act or service	This award is given to an employee for a special act or service in the public interest in connection with or related to official employment.
Employee suggestion	This award is given to an employee for an improvement in the quality of operations, a cost reduction opportunity, or an improvement in the timeliness of service delivery that result in tangible or intangible benefits to the Government.
	The idea or suggestion can be adopted in whole or in part to set forth a specific proposed course of action to achieve improvement or cost reduction.
SES bonus	This award is given to career appointees in the agency to be awarded the rank of Meritorious Executive for sustained accomplishments or Distinguished Executive for sustained extraordinary accomplishments.
Presidential	This award is given to an employee whose career reflects exceptional devotion to duty and who contributions to the efficiency, economy, or other improvement of Government operations are of a significantly broad scope. This award may be granted for contributions in a scientific field or for accomplishments in technical or administrative endeavors.
Separation incentive	This award is given to a separated or deceased employee or to the estate or legal heirs for contributions the employee made while employed with the Government.
Cash award	This award is given as recognition. It is a cash payment that does not increase the employee's rate of basic pay.
Performance bonus	This award is given to an employee for a recent performance rating of the fully successful level or higher.
Incentive pay	This award is given to an employee on the basis of (a) suggestions, inventions, superior accomplishments, productivity gains, or other personal efforts that contribute to the efficiency, economy, or other improvements of government operations; (b) a special act or service in the public interest in connection with or related to official employment; or (c) performance as reflected in the employee's most recent record of rating.
Gift certificate (for FDIC use only)	This award is given to an employee for time in service. The only circumstances where this award may be used is to recognize an employee contribution is as an informal recognition award.
Travel incentive payment	This award is a compensation of $50 a day to an employee in travel status for more than 50 days in a year. If the employee is in travel status for more than 100 days, an additional $25 per day ($75 total) over the 100 days is paid to the employee.

Type Payment Codes Table

Code	Definition
00	Bond carryover refund/adjustment refund
01	Regular (T&A)
02	Adjustment (dr/cr)
03	NFC-29 (live payment)
04	Lump sum payment
05	Compensatory payment
06	Cash award
07	NFC-29 (manual payment)
08	FEHBA collection (paid employee)
09	FEHBA collection (unpaid employee)
11	Severance payment

Heading Index

This index provides an alphabetical list of all headings in the procedure. When a heading is referenced, you can use this index to locate the page number.